



McLean County

**FINANCE COMMITTEE AGENDA**  
**Room 400, Government Center**  
**Wednesday, September 3, 2008**  
**7:30 a.m.**

1. Roll Call
2. Approval of Minutes: August 6, 2008  
July 22, 2008 Stand-Up
3. Departmental Matters
  - A. Lee Newcom, County Recorder
    - 1) Items to be Presented for Action:
      - a) Request Approval of a Contract between McLean County and Cott Systems for Indexing of Documents and Redaction of Social Security Numbers 1-11
      - b) Request Approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance – Recorder's Document Storage Fund 0137, Recorder's Officer 12-13
    - 2) Items to be Presented for Information:
      - a) General Report 14-15
      - b) Other
  - B. Phil Dick, Director, Building and Zoning
    - 1) Items to be Presented for Action:
      - a) Request Approval of County Board Resolution Authorizing Acceptance of 2009 Downstate Operating Assistance Grant No. OP-09-33-IL, Contract Number 3823 with the State of Illinois 16-19
      - b) Request Approval of Downstate Public Transportation Operating Assistance Grant Agreement between the State of Illinois Department of Transportation Division of Public and Intermodal Transportation and McLean County 20-35
    - 2) Items to be Presented for Information:
      - a) General Report
      - b) Other

- C. Don Lee, Director, Nursing Home
  - 1) Items to be Presented for Information:
    - a) Monthly Reports 36-38
    - b) General Report
    - c) Other
  
- D. Jackie Dozier, County Auditor
  - 1) Items to be Presented for Information:
    - a) Report – Recorder’s Office Revenue Stamp Audit 39-41
    - b) General Report
    - c) Other
  
- E. Peggy Ann Milton, County Clerk
  - 1) Items to be Presented for Information:
    - a) Monthly Activity Report, June 2008 (revised) 42
    - b) General Report
    - c) Other
  
- F. Robert Kahman, Supervisor of Assessments
  - 1) Items to be Presented for Information:
    - a) Assessment Status Report 43
    - b) General Report
    - c) Other
  
- G. Jennifer Ho, Risk Management
  - 1) Items to be Presented for Information:
    - a) Selection of Property Appraisal Firm 44-45
    - b) General Report
    - c) Other
  
- H. County Administrator’s Office
  - 1) Items to be Presented for Information:
    - a) Assist First-Time Home Buyer Down Payment Assistance Program Report 46-51
    - b) General Report
    - c) Other
  
- 4. Recommend Payment of Bills and Transfers, if any, to County Board
- 5. Other Business and Communication
- 6. Adjournment



## INFORMATION MANAGEMENT SOLUTIONS

### Master Agreement for Products and Services

This Master Agreement for Products and Services ("Agreement") is by and between Cott Systems, Inc., an Ohio Corporation with principal offices at 350 East Wilson Bridge Road, Worthington, Ohio 43085 ("Cott") and its Customer set forth below ("Customer").

### Products and Services Ordered Under This Agreement

Cott offers data management products and services for local governments and Customer has a need for some or all of the products and services offered by Cott. Cott will provide, and Customer will purchase, the products and services checked below or described in any applicable addendum to be executed by the parties. Addendums may be executed at any time during the term of this Agreement and will become part of and be incorporated in this Agreement.

- |                            |                               |                          |
|----------------------------|-------------------------------|--------------------------|
| ▪ Auditing                 | ▪ eRecording                  | ▪ Printouts              |
| ▪ Auto Index Software      | ▪ Key from Image Workflow     | ✓ Reindexing             |
| ▪ Backfile of Record Books | ▪ Hardware & Network Software | ▪ Remote Online Training |
| ▪ Books, Covers & Jackets  | ▪ Hardware Maintenance        | ▪ Resolution             |
| ▪ Data Acquisition         | ✓ Historic Redaction          | ▪ Software Assurance     |
| ▪ Data Conversion          | ▪ History of Index Data       | ▪ Software Escrow        |
| ▪ Day Forward Redaction    | ▪ Microfilm Creation          | ▪ Thin Office Resolution |
| ▪ Desktop                  | ▪ Offsite Storage             | ▪ Toby Trax              |
| ▪ Electronic Backups       | ▪ Online Index Books          | ▪ Verdict                |
| ▪ eCommerce                | ▪ Plats                       | ▪ Webhosting             |

The Terms and Conditions, attached hereto, govern the provision of products or services by Cott under this Agreement and any Addendum executed by Cott and Customer.

Cott and Customer have executed this Agreement to be effective as of the date it is signed by Customer. The offer contained in this document will expire if Customer does not execute and deliver this Agreement to Cott on or before 60 days after Cott has signed this Agreement.

**McLean County, IL**

[County, Parish, Town]

**COTT SYSTEMS, INC.**

**CUSTOMER**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Email Address)

\_\_\_\_\_  
(Print Email Address)

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(Print Title)

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(Print Title)

\_\_\_\_\_  
(Attest)

\_\_\_\_\_  
(Attest)

## TERMS AND CONDITIONS

1. **Payments; Late Charges; Taxes.** Unless otherwise specified, all payments are due, without setoff, within 30 days after invoice. Late charges not to exceed one and one half three per cent (1 ½%) (3%) per month, may be assessed by Cott on past due accounts unless prohibited by local law. Late charges may be increased to up to three percent (3%) if Customer is past due three times or more within a calendar year. Cott's fees are exclusive of all sales, use and similar taxes which may be levied as a result of the purchase of Cott's products or services by Customer, which taxes shall be the responsibility of Customer. If Customer is exempt from any tax, Customer shall provide Cott with a valid certificate of exemption.

2. **Warranty.** Other than any express warranties set forth in the Agreement or any applicable Addendum and Schedule, **THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR INTENDED USE OR NONINFRINGEMENT.** Customer's sole and exclusive remedy for any failure of a product or service to conform to an applicable warranty shall be the repair of such product or refurbishing of such service according to the warranty. This exclusive remedy shall not have failed of its essential purpose. Customer specifically acknowledges that Cott's price for its products and services is based upon the limitations of Cott's liability as set forth in these Terms. These limitations shall survive any finding that the exclusive remedy of Customer failed of its essential purpose.

3. **Limitation of Liability.** IN NO EVENT SHALL COTT BE LIABLE FOR LOST PROFITS OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, LIQUIDATED OR PUNITIVE DAMAGES EVEN IF COTT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In any event, Cott's liability in the aggregate shall not exceed the amount received by Cott from Customer under the Agreement with respect to the applicable product or service. No action under the Agreement may be brought by either party more than one year after the cause of action accrued, except that an action for nonpayment may be brought within one year after the date of last payment.

4. **Governing Law.** The validity, interpretation and enforcement of this Agreement shall be governed by the state law where Customer resides.

5. **Force Majeure.** [Paragraph intentionally omitted].

6. **Assignment; Successors.** This Agreement will be binding upon and inure to the benefit of the parties hereto, and, except as otherwise specifically provided in the Agreement, their respective successors, and assigns; provided, however, that neither the Agreement, nor any rights under the Agreement, may be assigned, transferred, or encumbered by Customer, directly or indirectly, without Cott's prior written consent. Cott may assign this Agreement or any interest herein in connection with the transfer of substantially all of the assets or equity interest of Cott or one of its lines of business, provided Cott obtains Customer's prior written consent, which consent shall not be unreasonably withheld.

7. **Construction and Interpretation.** Subject headings are for convenience only. They do not define, limit or describe the scope or intent of the provisions of the Agreement. The Agreement shall be deemed to have been prepared jointly and any ambiguity shall not be interpreted against any party and shall be interpreted as if each of the parties had

prepared the Agreement. Statements set forth in any preamble or recitals are made for the purpose of providing background information. Such statements do not constitute representations, warranties or covenants of the parties.

8. **Notices.** Except as otherwise specified, any notice or other communication shall be in writing and deemed given when delivered in person, by fax, e-mail or other electronic means and confirmation of receipt is received or two days after being sent by certified or registered United States mail, return receipt requested, postage prepaid, addressed to the party at the address set forth in the Agreement. A party may change its address for notices.

9. **Miscellaneous.** The Agreement, any Addendums and Schedules executed by Cott and Customer, any attachments or exhibits thereto and these Terms and Conditions constitute the complete and exclusive agreement between Cott and Customer with regard to their subject matter, and supersede all prior or contemporaneous agreements, understandings, discussions or representations. The Agreement may not be modified or amended except in a writing signed by Cott and Customer. Any term or provision of the Agreement that is invalid or unenforceable shall not affect the validity or enforceability of its remaining terms or provisions. No waiver of any term or provision will be effective unless in writing and signed by the party to be charged. No such waiver will be deemed a waiver of any subsequent default under the same or any other term or provision. Nothing herein expressed or implied is intended or shall be construed to give any person other than the parties hereto any rights or remedies. The Agreement, and any part thereof, may be executed in counterparts, each of which when so executed shall be deemed to be an original. Parties agree that the contract already in place at the time this agreement is signed will stand on it's own and govern the products and services delivered thereunder.

10. **Term.** This Agreement will begin when it is signed by Customer and continue until all Addendums have expired or terminated. These Terms and Conditions shall survive the termination or expiration of this Agreement.

11. **Breach.** Cott or Customer may terminate an Addendum if the other party materially breaches an Addendum and fails to correct the breach within 30 days following written notice specifying the breach. Such termination shall not relieve Customer's obligation to pay all fees accrued or sums due and remaining unpaid under the Addendum.

12. **Authority.** By execution of this Agreement or any Addendum, Customer represents and warrants that this Agreement and Addendum, as the case may be, has been properly approved and authorized in accordance with the laws, rules, regulations and procedures governing Customer, and that the person(s) signing on behalf of Customer are authorized to bind Customer to the terms and conditions thereof.

13. **No Solicit.** Customer agrees not to encourage or solicit any employee to leave Cott's employment or hire Cott employees.

14. **Order of Precedence.** Where possible, the terms of this Master Agreement and the terms of each Addendum and Schedule will be construed consistently. Where not possible, the terms of this Master Agreement will control unless specifically preempted by the terms of an Addendum or Schedule, in which case the Addendum or Schedule will control.



## INFORMATION MANAGEMENT SOLUTIONS

### Addendum for Reindex Services

This *Addendum for Reindex Services* ("Addendum") is by and between Cott Systems, Inc. ("Cott") and its customer ("Customer") identified on the attached *Reindex and Redaction Services Schedule* ("Schedule"), and is being executed as an exhibit to Cott's *Master Agreement for Products and Services*, in order for Cott to provide the service described herein.

1. **Service.** Cott will provide an electronic index of recorded documents in compliance with the RFP for Index Digital Document Images and Redact Social Security Numbers on Images issued July 16, 2008 (which RFP is hereby incorporated), ("Guidelines"), mutually agreed upon by Cott and Customer. The index data will be imported into Customer's base Resolution system for public search purposes as well as for printing purposes.
2. **Source.** Index data will originate from an image of the recorded documents provided by the Customer. Each recorded document may be comprised of multiple pages, whereby each page of the recorded instrument is a single page .TIF. While Cott will use reasonable efforts to produce quality index data from the images, Customer is responsible for ensuring that the quality of the initial microfilm provided to Cott is suitable.
3. **Inspection and Acceptance.** Within ten (10) days of the import of index data, Customer will inspect, approve and accept all aspects of the index data. Unless Cott receives from Customer detailed written notice of deficiencies in the index data within ten (10) days of the import of index data, Customer will be deemed to have accepted the imported index data. If Cott receives such notice, Cott shall use its best efforts to correct errors that are attributable to Cott, and Customer agrees to cooperate with and assist Cott in the diagnosis and correction of any deficiencies. Irrespective of whether deficiencies are noted, if the index data is in use by Customer, all fees and payments specified in the Schedule shall be due and paid in a timely manner.
4. **Fees.** Fees for this service are as specified in the Schedule. Fees are subject to change in the event a) the actual number of instruments differs from the estimated number of instruments on which the fee is partially based, b) the parties mutually agree to changes in the Guidelines, or c) the parties mutually agree to a different calculation of the fees. Customer will be notified of any fee increase.
5. **Early Termination.** Customer may terminate this service and this Addendum by providing written notice to Cott. Cott is entitled to recover from Customer the Fees associated with index data created or imported up to the date that Cott receives the notice, as liquidated damages and not as a penalty (even if the import has not occurred yet).
6. **Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the data made available through this service. Cott will not remarket or claim ownership of the data.
7. **Data Presented.** While Cott's systems allow for excluding certain data from being viewable when accessing Customer's base system utilizing Resolution, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott exercises no control over, specifically rejects any responsibility for and will be held harmless from and against any liability for the form, content, accuracy or quality of information passing or obtained through or resident on the Resolution systems. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing. Customer will be responsible for implementing and carrying out such standards.
8. **Disclaimer of Warranty.** EXCEPT AS OTHERWISE HEREIN, COTT DISCLAIMS ANY AND ALL RESPONSIBILITY OR LIABILITY FOR THE ACCURACY, CONTENT, DISCLOSURE, COMPLETENESS, LEGALITY OR RELIABILITY OF DATA, PROTECTED, PUBLIC OR OTHERWISE. EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE DATA MADE AVAILABLE THROUGH THIS SERVICE OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE DATA OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY



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## INFORMATION MANAGEMENT SOLUTIONS

COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.

9. **Limitation of Liability:** IN NO EVENT SHALL COTT BE LIABLE FOR LOST PROFITS OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, LIQUIDATED OR PUNITIVE DAMAGES EVEN IF COTT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In any event, Cott's liability in the aggregate shall not exceed the amount received by Cott from Customer under this Addendum with respect to the applicable service. No action under the Addendum may be brought by either party more than one year after the cause of action accrued, except that an action for nonpayment may be brought within one year after the date of last payment.
10. **Standard Terms.** Cott's *Master Agreement for Products and Services* also applies to the provision of services by Cott under this Addendum and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this Addendum will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.
11. **Subcontractors.** Customer acknowledges that Cott uses subcontractors. Cott shall be solely liable to any such subcontractors. Cott shall indemnify the Customer against any claim by any such subcontractors against the Customer or any claim by any other person as a result of the work of Cott and any such subcontractor under this agreement (including personal liability and workers comp claims). Cott shall ensure subcontractor is bound by this agreement. Upon request, Cott shall provide proof of payment to such subcontractor.

The terms of these Addendums govern the provision of services by Cott under these Addendums and any Schedule executed by Cott and Customer hereunder.



## INFORMATION MANAGEMENT SOLUTIONS

### Addendum for Historical Redaction Services

This *Addendum for Historical Redaction Services* ("Addendum") is by and between Cott Systems, Inc. ("Cott") and its customer ("Customer") identified on the attached *Reindex and Redaction Services Schedule* ("Schedule"), and is being executed as an exhibit to Cott's *Master Agreement for Products and Services*, in order for Cott to provide the service described herein.

1. **Service.** Cott will provide a service that utilizes OCR technology to automatically identify and permanently redact Social Security numbers from recorded documents, as specified in the attached Schedule and in compliance with the RFP for Index Digital Document Images and Redact Social Security Numbers on Images issued July 16, 2008 (which RFP is hereby incorporated). The redacted images will be imported into Customer's base Resolution system for public search purposes.
2. **Source.** The source of images is single page .TIF files, whereby each page of the recorded document is in a separate .TIF file. One page equals one image. While Cott will use reasonable efforts to produce a quality image after redaction, Customer is responsible for ensuring that the quality of the initial images provided to Cott is suitable.
3. **Go Live.** Cott will make the redacted images ("Images") available for review by Customer at least two (2) days prior to the Go Live Date. The date that Cott first makes the Images available on the Customer's base system or to the public will be the "Go-Live Date". Within seven (7) days after the Go-Live Date, Customer will inspect, approve and accept the Images.
4. **Fees.** Fees presented in the Schedule are based on an estimated number of images. Customer acknowledges Cott will invoice Customer for the actual number of images processed and additional fees will apply in the event a) the suitability of more than 10% of the images to be processed comes into question and/or b) if the actual number of images redacted exceeds 15% of the total images. Cott will notify customer in the event additional fees apply.
5. **Early Termination.** Customer may terminate this service and this Addendum by providing written notice to Cott. Cott is entitled to recover from Customer the Fees associated with images processed or imported up to the date that Cott receives the notice (even if Go-Live Date has not occurred yet).
6. **Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the data made available through this service. Cott will not disclose, use, release to third parties, remarket or claim ownership of the data.
7. **Data Presented.** Customer acknowledges that Cott relies on third party software to provide this service. Cott will implement reasonable procedures to redact Social Security numbers from images of recorded documents, and provide Customer with a status report on a series of images basis. However, Customer acknowledges that the service may not fully and accurately redact one hundred percent (100%) of the desired data. While Cott's systems allow for excluding certain data from being viewable when accessing Customer's base system utilizing Resolution, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott agrees to implement reasonable security measures consistent with industry standards in order to reduce the risk of the loss of sensitive data. In the event Cott breaches this obligation, Cott will indemnify Customer provided Customer gives notice of such breach.
8. **Disclaimer of Warranty.** EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THIS SERVICE OR ITS FUNCTIONALITY, RELIABILITY, ACCURACY OR COMPLETENESS. COTT DOES NOT WARRANT THAT THE SERVICE WILL BE ERROR-FREE.
9. **Limitation of Liability:** IN NO EVENT SHALL COTT BE LIABLE FOR LOST PROFITS OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, LIQUIDATED OR PUNITIVE DAMAGES EVEN IF COTT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In any event, Cott's liability in the aggregate shall not exceed the amount received by Cott from Customer under this Addendum. No action under the Addendum may be brought by either party more than one year after the cause of action accrued, except that an action for nonpayment may be brought within one year after the date of last payment.
10. **Standard Terms.** Cott's *Master Agreement for Products and Services* also applies to the provision of services by Cott under this Addendum and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this



## INFORMATION MANAGEMENT SOLUTIONS

Addendum will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.





## INFORMATION MANAGEMENT SOLUTIONS

### Reindex and Redaction Services Schedule

Per *RFP Index Digital Document Images & Redact Social Security Numbers on Images*  
Issued July 16, 2008

For H. Lee Newcom, Recorder of Deeds, McLean County, IL

Prepared on Tuesday, August 12, 2008

### Reindexing, History Load of Index Data

Index data will be keyed using the guidelines agreed upon by Cott and the Customer. The index data will be presented in a format that is compatible with current Resolution system. The index data will be imported into Resolution database where it will be linked up with existing images and made searchable to the public.

Time Frame (Series)	Source	Estimated No. of Instruments
From: 1971 thru: 1993	Tiff images of original documents	75,087 instruments at \$1.73 per instr.

### Assumptions and Requirements for Reindexing, History Load of Index Data

- Customer will provide tiff images to Cott.
- Tiff images are assumed to be of usable quality, are complete and are presented in sequence.
- Changes to the reindex guidelines, if any, will be agreed upon by Cott and Customer as needed throughout the project.
- Cott will key index data as detailed in *RFP* entitled *Index Digital Images & Redact Social Security Numbers on Images*.
- Project to include export of 193,902 "stranded" images, meaning images that did not get linked to an index data line in Resolution.
- Once reindex data is imported, Cott to import and link the "stranded" images into Resolution so images are linked to the index data.

### Project Plan for Reindexing, History Load of Index Data

A sample project plan outlining the phases and resources required to ensure a successful implementation is shown. Customer acknowledges that in order for Cott to carry out the Project Plan, Customer is required to fulfill its responsibilities as described below.

#### Phase I

	Resource Name
Receipt of signed contract at Cott	Customer, Cott
Issue Invoice to Customer	Cott
Assignment of Project Coordinator	Cott
Transfer images to Cott	Customer, Cott
Evaluate images for quality and completeness	Cott
Index for images	Cott



## INFORMATION MANAGEMENT SOLUTIONS

### *Phase II*

Customer Base System analysis	Cott
Software and data prepared for delivery to Customer site	Cott
Deliver software and data for install on Customer's Base System	Cott
Final project review for Cott	Cott

### *Phase III*

Implement software and data installation on Customer's Base System	Cott, Customer
Issue Invoice to Customer	Cott

## Historical Redaction Services

Cott will provide a service that will utilize Optical Character Recognition (OCR) technology to automatically identify and permanently redact Social Security numbers (SSNs) on recorded documents. The redacted images will be imported into Customer's base Resolution system for public search purposes.

## Project Management

To provide a smooth and seamless implementation of this project, Cott Systems will assign a Project Coordinator. The Project Coordinator will receive the evaluation of the project details gathered to date. A project team will determine the additional information needed to complete your project, and a customized project plan will be provided. As work progresses, the Project Coordinator will update the project plan and keep you updated and informed of the status and timeline.

Cott will assist you in creating a copy of the images in scope to send to our Professional Services experts. Once in Cott's hands, your images will be processed using OCR technology. Based on a rules configured to your state requirements, the sensitive information is identified and flagged for redaction. Our staff will review flagged information one by one and either accept the redaction or reject the suggested redaction.

Once the redacted images are prepared for importing, Cott will remotely access your base Resolution system to install any necessary software and to import the images. User-defined security settings in Resolution software ensure that document access and retrieval processes present only the redacted images to the searching public.

Project Criteria	Type:	Redaction with flagged images verified
	Data Element:	Social Security numbers
	Scope:	See Table Below
	Pages/Images:	3,902,000 estimated pages/images at \$.0275/image

Index Type	Time Frame	Estimated Pages/Images
Official Records	1971 through current	3,902,000

### Assumptions and Requirements for Historical Redaction

- A supported version of Cott's Resolution application is currently installed and running.
- Customer identifies one point of contact in their office to communicate information to Cott as it relates to this service offering.
- A high speed connection is setup by the Customer for Cott to access Customer's Base System. If a high speed connection is prohibited, a dial connection may serve as a substitute though delays may result.
- Images provided by the Customer are assumed to be of suitable quality, and are complete.
- Images provided to Cott in single page .TIF files, where each recorded page is in a separate .TIF file. One page equals one image.
- If an image has 20 Social Security numbers, only the 1 image/page applies towards the per image count, not 20.
- Cott will track the customer's media/images from receipt to return.
- Cott will advise if additional disk space is required on Customer's base Resolution system.
- Cott will obtain images utilizing full system backup or USB drive.
- Cott and Customer will join efforts to establish a good sample of images for the project so that characteristics of SSNs such as unique placement, appearance and formation are identified.
- Sample images need to contain as many variations of SSN characters as possible, and a minimum of 2,000 images within the sample.
- Redaction rules are dependent upon the sufficiency of the sample of images established with regard to identifying such characteristics.
- Redaction project results are dependent upon the redaction rules established.
- 100% of the images within the project scope will be processed.
- The entire Social Security number is redacted, as opposed to redaction of only a portion of the SSN.
- Cott will notify Customer if the suitability of image(s) comes into question during OCR process, and if more than 10% of the images require reprocessing (see footnote below).
- OCR process will not recognize handwritten Social Security numbers. Handwritten Social Security numbers will be redacted when preceded by a flagged redaction clue.
- Images larger than 6600 x 6600 pixels will not be accepted in the OCR process. For example, large size plats.
- Projects to redact Social Security numbers from recorded land & related documents are estimated not to require redaction of more than 15% of the total images processed.
- SSN is the only data element included in this project. If Customer's redaction needs or requirements change, regardless of whether the change is legislation related or not, additional per images charges would apply. Cott would advise customer in the case additional per images charges would apply.
- Customer is responsible for keeping track of any change(s) made to images in between the time the images go to Cott for processing and when redacted images are delivered to the Customer. Once redacted images are imported, Customer will need to modify the redacted images with any tracked change(s).



## INFORMATION MANAGEMENT SOLUTIONS

### Project Plan for Historical Redaction

A sample project plan outlining the phases and resources required to ensure a successful implementation is shown. Customer acknowledges that in order for Cott to carry out the Project Plan, Customer is required to fulfill its responsibilities as described below.

	Resource Name
<i>Phase I</i>	
Receipt of signed contract at Cott	Customer, Cott
Issue Invoice to Customer	Cott
Assignment of Project Coordinator	Cott
Transfer images to Cott	Cott, Customer
Establish sample of images	Cott, Customer
Generate redaction rules from sample	Cott
Process images	Cott
Issue monthly invoice(s) to Customer as images are processed	Cott
<i>Phase II</i>	
Customer Base System analysis	Cott
Software and data prepared for delivery to Customer site	Cott
Deliver software and data for install on Customer's Base System	Cott
Final project review for Cott	Cott
<i>Phase III</i>	
Implement software and data installation on Customer's Base System	Cott, Customer
Align software search permissions with redacted images	Cott, Customer
Go Live	Customer



## INFORMATION MANAGEMENT SOLUTIONS

### Fees

Estimated Project Fee	\$237,206 <sup>1</sup>
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The following footnote references affect pricing and project fees.

Unit fee is \$1.73 per instrument for reindexing service and \$.0275 per image for redaction per Cott's Response to: Request for Proposals for Index Digital Document Images & Redaction of Social Security Numbers issued August 4, 2008 (which RFP response is hereby incorporated).

### Payments

Invoice upon Cott's receipt of signed contract	\$45,000
Invoice upon Load of Reindex Data	\$84,984
Due upon subsequent invoice(s)	\$107,222 <sup>2</sup>

Invoices are due within thirty (30) days of issue

NOTE: If project exceeds Estimated Project Fee, additional fee is subject to appropriation by County Board. Furthermore Cott is not responsible for work beyond Estimated Project Fee until County Board appropriates funds.

<sup>1</sup> Estimated Project Fee for Historical Redaction is based in part on:

The initial estimated number of images, which was prepared based on information gathered by Cott from the Customer's system. If the actual number of images processed or reprocessed is less than the estimate, the Customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of images processed or reprocessed is higher than the initial estimate, additional image charges will apply that will be the responsibility of the Customer. Cott will notify the Customer of any additional charges.

The suitability of images recognized by the OCR process. If the suitability of more than 10% of the images to be processed comes into question, the project is subject to an additional fee for reprocessing efforts that will be the responsibility of the Customer. Suitability can be influenced by several image quality factors, including, but not limited to, gray scale, speckling, and hand written text. Cott will notify the Customer of any additional charges and will not proceed with additional processing without the written authorization of the Customer. The fee for reprocessing would be \$.0275/image for every image over 10% of the number of images to be processed. For example, if 100,000 images were processed and 15,000 need reprocessed, Cott will charge \$.03/image for 5,000 images.

Redacting up to 15% of the images. The number of images to be redacted cannot be accurately predicted ahead of the actual processing of Customer's actual images. If the actual number of images redacted exceeds 15% of the total images processed, an additional verification fee will be the responsibility of the Customer. As Cott processes images, Cott will notify the Customer if actual processing reveals an additional verification fee is likely. Once the last portion of images is verified, Cott will notify the customer of any additional verification fee.

<sup>2</sup> Cott will issue subsequent invoice(s) to the Customer for the actual number of images processed and/or verified on a month by month basis. Invoice(s) will reflect any applicable credit that remains on the account from the initial down payment amount and the amount due for the images processed and/or verified for the month.

Invoices will reflect the actual number of images processed by Cott each month.

**An EMERGENCY APPROPRIATION Ordinance  
Amending the McLean County Fiscal Year 2008  
Combined Annual Appropriation and Budget Ordinance  
County Recorder's Document Storage Fund 0137, County Recorder's Office 0006**

**WHEREAS**, the McLean County Board, on November 20, 2007, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2008 Fiscal Year beginning January 1, 2008 and ending December 31, 2008; and,

**WHEREAS**, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the County Recorder's Document Storage Fund; and,

**WHEREAS**, the Finance Committee, at a meeting on September 3, 2008, approved and recommended to the County Board an Emergency Appropriation Ordinance from the County Recorder's Document Storage Fund to fund a contract with Cott Systems for an amount not to exceed \$239,500.00 to index documents and redact Social Security numbers from documents; now, therefore,

**BE IT ORDAINED** by the McLean County Board as follows:

1. That the County Treasurer is directed to make an Emergency Appropriation from the unappropriated fund balance of the County Recorder's Document Storage Fund 0137 in the amount of \$ 89,767.00.
2. That the County Treasurer is directed to amend the fiscal year 2008 Combined Annual Appropriation and Budget Ordinance by increasing the following line-item appropriation:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
0137-0006-0008-0400.0000			
Unappropriated Fund Balance	\$ 385,963.00	\$ 89,767.00	\$475,730.00

3. That the County Auditor is directed to amend the fiscal year 2008 Combined Annual Appropriation and Budget Ordinance by adjusting the following line-item appropriations:

	<u>ADOPTED</u>	<u>CHANGE</u>	<u>AMENDED</u>
0137-0006-0008-0706.0001			
Contractual Services	\$ 100,000.00	\$ 89,767.00	\$ 189,767.00

(2)

4. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Recorder, County Treasurer, County Auditor, and the County Administrator.

**ADOPTED** by the McLean County Board this 16<sup>th</sup> day of September, 2008.

**ATTEST:**

**APPROVED:**

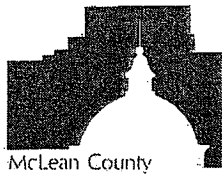
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Peggy Ann Milton, Clerk of the County Board  
McLean County, Illinois

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Matt Sorensen, Chairman  
McLean County Board

Ea\_recorder\_docstoraug08.fin.doc



H. Lee Newcom  
McLean County Recorder  
115 E. Washington Street, Room M-104  
Post Office Box 2400  
Bloomington, IL 61702-2400  
(309) 888-5170  
(309) 888-5927 Fax

September 3, 2008

To: Honorable Members of the Finance Committee

From: Don Everhart, Chief Deputy Recorder

Please be advised for the month of July 2008 that revenue, state stamp inventory and receipts, and receivables reconcile with the general ledger.

A copy of July 2008's "Monthly Account Balances" is attached.



## Recorder

Final For 07/2008

## Year-to-date Totals through July, 2008

## Month-to-date Totals

Account #	Account Description	Cash/Check/ Change	Charge	Charges Paid	Other Pay Method	Total	Cash/Check/ Change	Charge	Charges Paid	Other Pay Method	Total
01-0-0-201-070-034	Due Idor-Rental Hsg Prog	\$23,184.00	\$0.00	\$0.00	\$315.00	\$23,499.00	\$169,515.00	\$0.00	\$0.00	\$684.00	\$170,199.00
01-6-8-410-008-034	Copy Fees	\$1,210.00	\$0.00	\$0.00	\$0.00	\$1,210.00	\$7,598.20	\$9.75	\$9.75	\$0.00	\$7,598.20
01-6-8-410-029-035	Recording Fees	\$42,601.00	\$387.00	\$820.00	\$613.00	\$42,781.00	\$318,088.00	\$3,338.00	\$3,610.00	\$1,303.00	\$319,119.00
01-6-8-410-032-036	County Revenue Stamps	\$33,839.25	\$0.00	\$0.00	\$0.00	\$33,839.25	\$205,069.25	\$0.00	\$0.00	\$0.00	\$205,069.25
01-6-8-410-111-111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-6-8-410-128-100	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-6-8-410-132-100	Data Sales	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00	\$1,160.00	\$0.00	\$0.00	\$0.00	\$1,160.00
01-6-8-410-195-035	Rental Hsg Support Progm	\$2,576.00	\$0.00	\$0.00	\$0.00	\$2,576.00	\$18,835.00	\$0.00	\$0.00	\$76.00	\$18,911.00
16-8-4-102-222-222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16-8-4-102-222-222	Balance Brought Forward/Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-6-8-410-089-284	Document Storage	\$8,763.00	\$213.00	\$480.00	\$105.00	\$8,601.00	\$63,276.00	\$1,689.00	\$1,884.00	\$228.00	\$63,309.00
37-6-8-410-181-100	Gis Document Storage	\$2,921.00	\$71.00	\$160.00	\$35.00	\$2,867.00	\$21,092.00	\$563.00	\$628.00	\$76.00	\$21,103.00
51-0-0-126-001-903	State Revenue Stamps	\$67,678.50	\$0.00	\$0.00	\$0.00	\$67,678.50	\$410,114.50	\$0.00	\$0.00	\$0.00	\$410,114.50
67-6-8-410-181-100	Gis Fund	\$14,125.00	\$145.00	\$320.00	\$175.00	\$14,125.00	\$103,582.00	\$1,150.00	\$1,277.00	\$380.00	\$103,835.00
Final Total :		\$197,077.75	\$816.00	\$1,780.00	\$1,275.00	\$197,391.75	\$1,318,329.95	\$6,749.75	\$7,408.75	\$2,747.00	\$1,320,417.95

**McLEAN COUNTY - GRANT INFORMATION FORM**

**General Grant Information**


<b>Requesting Agency or Department:</b> Department of Building and Zoning for SHOW BUS		<b>This request is for:</b> <input type="checkbox"/> A New Grant <input checked="" type="checkbox"/> Renewal/Extension of Existing Grant	
<b>Granting Agency:</b> Illinois Department of Transportation		<b>Grant Type:</b> <input type="checkbox"/> Federal, CFDA #: <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	<b>Grant Date:</b> Start: July 1, 2008 End: June 30, 2009
<b>Grant Title:</b> Downstate Public Transportation Operating Assistance Grant			
<b>Grant Amount:</b> \$636,500		<b>Grant Funding Method:</b> <input checked="" type="checkbox"/> Reimbursement, Receiving Cash Advance <input checked="" type="checkbox"/> <input type="checkbox"/> Pre-Funded	
<b>Match Amount (if applicable):</b> Required Match :\$286,425 Overmatch: \$		<b>Expected Initial Receipt Date:</b> September 30, 2008	
<b>Grant Total Amount:</b> \$922,925		<b>Source of Matching Funds (if applicable):</b> Section 5311 funds from the Federal Government	
<b>Will it be likely to obtain this grant again next FY?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Equipment Pass Through?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Monetary Pass Through?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**Grant Costs Information**


<b>Will personnel be supported with this grant:</b> <input type="checkbox"/> Yes (complete personnel portion below) <input checked="" type="checkbox"/> No		<b>A new hire will be responsible for financial reporting:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																									
<table border="1"> <thead> <tr> <th align="center" colspan="2">Grant Expense Chart</th> </tr> <tr> <th align="left">Personnel Expenses</th> <th align="right">Costs</th> </tr> </thead> <tbody> <tr> <td>Number of Employees:</td> <td align="right">0</td> </tr> <tr> <td>Personnel Cost</td> <td align="right">\$0</td> </tr> <tr> <td>Fringe Benefit Cost</td> <td align="right">\$0</td> </tr> <tr> <td><b>Total Personnel Cost</b></td> <td align="right"><b>\$0</b></td> </tr> <tr> <td><b>Additional Expenses</b></td> <td></td> </tr> <tr> <td>Subcontractors</td> <td align="right">\$922,925</td> </tr> <tr> <td>Equipment</td> <td align="right">\$0</td> </tr> <tr> <td>Other</td> <td align="right">\$0</td> </tr> <tr> <td><b>Total Additional Expenses</b></td> <td align="right"><b>\$0</b></td> </tr> <tr> <td><b>GRANT TOTAL</b></td> <td align="right"><b>\$922,925</b></td> </tr> </tbody> </table>		Grant Expense Chart		Personnel Expenses	Costs	Number of Employees:	0	Personnel Cost	\$0	Fringe Benefit Cost	\$0	<b>Total Personnel Cost</b>	<b>\$0</b>	<b>Additional Expenses</b>		Subcontractors	\$922,925	Equipment	\$0	Other	\$0	<b>Total Additional Expenses</b>	<b>\$0</b>	<b>GRANT TOTAL</b>	<b>\$922,925</b>	<b>Description of equipment to be purchased:</b> N/A  <b>Description of subcontracting costs:</b> Rural public transportation costs to provide service to Ford, Livingston, Iroquois, DeWitt and McLean Counties.  <b>Other requirements or obligations:</b> None	
Grant Expense Chart																											
Personnel Expenses	Costs																										
Number of Employees:	0																										
Personnel Cost	\$0																										
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<b>Total Additional Expenses</b>	<b>\$0</b>																										
<b>GRANT TOTAL</b>	<b>\$922,925</b>																										

*Grant Total must match "Grant Total Amount" from General Grant Information*

**Responsible Personnel for Grant Reporting and Oversight:**

  
Department Head Signature

8-27-08  
Date

  
Grant Administrator/Coordinator Signature (if different)

8-27-08  
Date

OVERSIGHT COMMITTEE APPROVAL	
Chairman	Date

Form Date: 4/21/06



INTER-OFFICE COMMUNICATION  
DEPARTMENT OF BUILDING AND ZONING  
Phone: 888-5160

TO: Finance Chair and Finance Committee  
FROM: Mike Behary, County Planner <sup>MSB</sup>  
DATE: August 25, 2008  
RE: **SHOW BUS Items**

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The Illinois Department of Transportation (IDOT) has approved our application for FY 2009 Downstate Operating Assistance to operate SHOW BUS, which provides rural public transportation for McLean, Livingston, Ford, DeWitt, and Iroquois counties. The attached letter from IDOT explains the grant approval process. The County Board needs to approve the attached resolution that authorizes the County Board chairman to sign the attached grant agreement.

Attachments:

1. Letter from IDOT,
2. County Board Resolution authorizing acceptance of 2009 Downstate Operating Assistance Grant No. OP-09-33-IL, Contract number 3823 with the State of Illinois, and
3. Contract number 3823 Operating Assistance Grant for the fiscal year of 2009

Laura Dick the Director of SHOW BUS and I will be present at the September 2<sup>nd</sup> Finance Committee meeting to answer any questions or concerns. Please call me if I can be of further assistance.



# Illinois Department of Transportation

Division of Public and Intermodal Transportation  
300 West Adams Street / 2nd Floor / Chicago, Illinois / 60606

August 22, 2008

TO: ALL FY 2009 DOWNSTATE OPERATING ASSISTANCE RECIPIENTS:

The Division of Public and Intermodal Transportation has reviewed and approved your agency's application for a FY 2009 Downstate Operating Assistance Grant.

To facilitate the processing of payments that your agency may receive, we are enclosing an interim contract in the amount of your agency's FY 2008 grant level. We anticipate that this figure will be adjusted to reflect the maximum level that your agency may receive for FY 2009, upon the final resolution of pending policy and legal issues that arise under the recently revised Act. Please note, however, that as set forth in the Act, your actual reimbursement will be based on 65% of your FY 2009 eligible expenses, within the limits established by law.

Please print up TWO copies of the enclosed contract, and have your authorized representative:

- Sign and date his/her signature on page 10 – BUT NOT the preceding paragraph that begins with, "IN WITNESS WHEREOF . . .";
- Print or type his/her name and title on page 10;
- sign and date both copies of Exhibits A and B; and
- return BOTH copies of the above, with ORIGINAL signatures, to the Department along with a completed legal opinion and board resolution authorizing this grant agreement.

For your reference, we are enclosing sample language with our minimum requirements for the legal opinion and board resolution. Upon receipt of the signed documents, we will secure the necessary Department signatures, and return a fully-signed Agreement for your files.

Please note that you may also submit any eligible payment requests. If you need additional information, please contact David Spacek, our Bureau Chief, at 312/793-2154 or [David.Spacek@illinois.gov](mailto:David.Spacek@illinois.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Clary', written over a horizontal line.

Joseph P. Clary  
Director, Division of Public & Intermodal Transportation

cc: Ellen Schanzle-Haskins, Chief Counsel, IDOT  
Ann Schneider, Director, Office of Finance & Administration  
Dave Spacek, Bureau Chief, DPIT Downstate Area Programs

## McLean County Board Resolution

Number \_\_\_\_\_

Resolution authorizing application for and acceptance of 2009 Downstate Operating Assistance Grant No. OP-09-33-IL, Contract No. 3823 with the State of Illinois

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

BE IT RESOLVED by the County Board of McLean County:

1. That McLean County ("Grantee") enter into a certain Downstate Public Transportation Operating Assistance Agreement, Contract No. 3823 Grant No. OP-09-33-IL ("Agreement") with the State of Illinois in order to obtain grant assistance under the provisions of the Illinois Downstate Public Transportation Act (30 IL CS 740/2-1, et. seq.).
2. That the County Board Chair (or, in the absence of the Chair or by direction of the Chair, the Vice Chair) of McLean County is hereby authorized and directed to execute the Agreement on behalf of McLean County for such assistance, or any subsequent amendment to the Agreement that increases the maximum assistance should additional funding become available for such purpose.
3. That the County Board Chair (or, in the absence of the Chair or by direction of the Chair, the Vice Chair) of McLean County is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to request and receive the Grant funding.

Presented and Adopted by the County Board of McLean County, Illinois this 16th day of September 2008

ATTEST:

APPROVED:

---

Peggy Ann Milton, County Clerk  
McLean County, Illinois

---

Matt Sorensen, Chairman  
McLean County Board

DOWNSTATE PUBLIC TRANSPORTATION  
OPERATING ASSISTANCE GRANT AGREEMENT  
between

THE STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF PUBLIC AND INTERMODAL TRANSPORTATION

AND

MC LEAN COUNTY

Contract Number 3823

Grant Number OP-09-33-IL

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5	ELIGIBLE OPERATION EXPENSES
6	INELIGIBLE OPERATING PROCEDURES
7	RECORD RETENTION
8	INSPECTION AND AUDIT
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13	CODE OF ETHICS
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25	SEVERABILITY
26	ASSIGNMENT
27	DOCUMENTS FORMING THIS AGREEMENT
28	ETHANOL GASOLINE
29	TAXPAYER IDENTIFICATION NUMBER
EX. A	SCHOOL BUS CERTIFICATION
EX. B	DRUG FREE WORKPLACE CERTIFICATION



This Agreement is made by and between the State of Illinois (hereinafter the "State"), acting by and through the Illinois Department of Transportation, Division of Public and Intermodal Transportation (hereinafter the "Department"), and McLean County (hereinafter the "Grantee," which term shall include its successors and assigns).

WHEREAS, the Grantee proposes to provide public transportation services in a downstate area of Illinois;

WHEREAS, the Grantee has made application to the Department under Article II of the Illinois Downstate Public Transportation Act, (30 ILCS 740/2-1 et seq., hereinafter the "Act"); the Department's implementing regulations thereunder (92 Illinois Administrative Code Part 653, hereinafter the "Rules") and the forms included in the Department's current "Downstate Public Transportation Operating Assistance Program" (hereinafter the "Standard Forms"); and

WHEREAS, the Department has approved the Grantee's application and has certified to the Illinois Department of Revenue the Grantee's boundaries and its eligibility to participate under the Act;

NOW THEREFORE, in consideration of the mutual covenants set forth herein, this Agreement is made to provide state operating assistance funds to Grantee and to set forth the terms and conditions of such assistance.

#### ITEM 1 - PROJECT SCOPE

Grantee agrees to provide the public transportation services described in its final approved application and program of proposed expenditures approved by the Department, and in accordance with the Act, the Rules, the Standard Forms and all other applicable laws and regulations. Grantee shall not reduce, terminate, or substantially change such public transportation services without prior written notification to the Department.

#### ITEM 2 - PROJECT BUDGET

Under the Act, the Department enters into this grant agreement to implement Grantee's approved program of expenditures, within the following limitations:

1) in no event shall the amount paid under this Agreement exceed sixty-five percent (65%) of Grantee's eligible operating expenses incurred during fiscal year 2009, 30 ILCS 740/2-7 (b);

2) in no event shall the Grantee's appropriation in Fiscal Year 2009 be less than the Grantee's Fiscal Year 2008 appropriation, 30 ILCS 740/2-7 (b-10); and

3) in no event shall the amount paid under this Agreement together with any operating assistance received by the Grantee from any federal, state or local agency in fiscal year 2009 exceed Grantee's actual operating deficit for that year.

The Department has approved and agrees to make a grant in the estimated amount of \$636,500, subject to the limitations set forth above, the Act and the Rules.

In the event that combined state and federal operating assistance grants for fiscal year 2009 exceed Grantee's actual operating deficit, Grantee agrees to remit to the State any excess funds received. For purposes of this Agreement, the term "operating deficit" shall have the meaning set forth in Section 2-2.03 of the Act (30 ILCS 740/2-2.03) "the amount by which eligible operating expenses exceed revenue from fares, reduced fare reimbursements, rental of properties, advertising, and any other amounts collected and received by a provider of public transportation, which, under standard accounting practices, are properly classified as operating revenue or operating income attributable to providing public transportation and revenue from any federal financial assistance received by the participant to defray operating expenses or deficits. For purposes of determining operating deficits, local effort from local taxes or its equivalent shall not be included as operating revenue or operating income."

Grantee agrees to commit the necessary local funding to cover costs incurred in providing public transportation which are not reimbursed under this Agreement or by other federal, state or local assistance programs.

#### ITEM 3 - SUBJECT TO APPROPRIATIONS CLAUSE

This Agreement is contingent upon the availability of sufficient funds and the appropriation of such funds as required by law.

#### ITEM 4 - PAYMENT PROCEDURES

The Department shall make quarterly payments to Grantee for eligible operating expenses upon occurrence of the following conditions:

- a) The Department receiving, 30 days before the start of a quarter, the required requisition forms and Estimated Quarterly Financial Report for that quarter (see Standard Forms), or, the Department receiving, 30 days after the end of a quarter, the required requisition forms and Actual Quarterly Financial Report for that quarter.
- b) The Department receiving the Actual Financial Quarterly Report for the first, second, third and fourth quarters no later than December 1, March 1, May 1, and August 1 respectively (see Standard Forms).
- c) The Department determining if and to what extent the request is for eligible operating expenses incurred in conformity with Grantee's approved application.

The Department may make adjustments in the third and fourth quarters to reflect actual eligible operating expenses for preceding quarters. Grantee agrees that payment shall not constitute a final determination by the Department of the allowability of such expense and shall not constitute a waiver of any violation of the terms of this Agreement. The Department reserves the right to offset any payment to satisfy any monetary claims that the Department may have outstanding against Grantee.

#### ITEM 5 - ELIGIBLE OPERATING EXPENSES

Eligible operating expenses consist of the following:

- (a) employee wages and benefits;
- (b) materials, fuels and supplies;
- (c) rental of facilities;
- (d) taxes other than income taxes;
- (e) payment for debt service (including principal and interest) on equipment or facilities owned by Grantee;
- (f) equipment purchases which do not exceed \$5,000;
- (g) administrative costs associated with capital projects which are not reimbursed elsewhere;
- (h) repairs to buildings, equipment or vehicles which do not extend the useful life of same;
- (i) reasonable expenses and compensation for Grantee's board members or trustees; and
- (j) any other expenditure which the Department determines is an eligible operating expense according to generally accepted standard accounting practices for public transportation operations.

#### ITEM 6 - INELIGIBLE OPERATING EXPENSES

Ineligible operating expenses include:

- (a) depreciation;
- (b) amortization or depreciation of any intangible assets;
- (c) debt service on capital assets acquired with the assistance of capital grant funds provided by the State;
- (d) profit or return on investments;
- (e) excessive payments to associated entities;
- (f) any expense eligible for federal funding under a capital assistance program;
- (g) costs reimbursed under Sections 6 or 8 of the Federal Transit Act, as amended (49 App. U.S.C.A. Sections 1605 and 1607) or under any other federal, state or local program;

- (h) entertainment expenses;
- (i) charter, school bus and sightseeing expenses;
- (j) fines and penalties;
- (k) charitable donations;
- (l) interest expense on long-term borrowing and debt retirement other than on publicly-owned equipment and facilities;
- (m) income taxes;
- (n) expenses associated with compliance with the Single Audit Act (31 U.S.C. 7501 et seq);
- (o) expenses for freight haulage provided by Grantee;
- (p) any expense reimbursed from insurance;
- (q) maintenance of vehicles which are not used for public transportation or to support operations (e.g., supervisory and maintenance vehicles); and
- (r) any other expense determined by the Department as ineligible.

#### ITEM 7 - RECORD RETENTION

All costs charged to the Project shall be supported by properly executed and clearly identified payrolls, time records, invoices, contracts, vouchers or checks evidencing in detail the nature and propriety of the charges. Such documentation shall be readily accessible on site at least until Project closeout.

The Grantee shall maintain, for a minimum of three years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General or the Department (hereinafter "Auditing Parties"); and the Grantee agrees to cooperate fully with any audit conducted by the Auditing Parties and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

If any litigation, claim, negotiation, audit or other action involving the records has been started prior to the expiration of the three-year period, Grantee shall retain the records for three years after completion of the action and resolution of all issues arising from it.

#### ITEM 8 - INSPECTION AND AUDIT

Grantee shall permit, and shall require its contractors and auditors to permit, the Department, and any authorized agent of the Department, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project; and to audit the books, records, and accounts of the Grantee with regard to the Project. The Department may, at its sole discretion and at its own expense, perform a final audit of the Project. Such audit may be used for settlement of the grant and Project closeout.

Grantee agrees to permit the Department to conduct scheduled or unscheduled inspections of Grantee's public transportation services. Such inspections shall be conducted at reasonable times, without unreasonable disruption or interference with any transportation service or other business activity of the Grantee or any Service Board.

Grantee agrees to notify the Department of any pending federal triennial review as soon as it is scheduled and to permit the Department to attend same.

#### ITEM 9 - GRANTEE'S INDEPENDENT AUDIT

Grantee shall select an independent Certified Public Accountant to perform an audit pursuant to the requirements of Section 653.410 of the Rules. The standards for selection of the auditor and the scope and contents of the audit are contained in Section 653.410 of the Rules; Grantee and its auditor shall become familiar with the Rules and adhere to its provisions in completion of the audit. The audit shall also be completed in conformity with the Single Audit Act (31 USC 7501 *et seq*), and shall include a statement, if applicable, that any allocation of revenues and expenses to the program of approved expenditures funded under this Agreement is in accordance with a cost allocation plan approved by the Department. Grantee's audit must include a separate Schedule of Revenues and Expenses, as prescribed by the Department, for the grant made under this Agreement which clearly identifies total expenditures and revenues, eligible expenses and revenues, and any operating deficit; and includes a final reconciliation statement of overpayments payable to or underpayments due from the State. Grantee's independent audit shall be submitted to the Department no later than 180 days following the last day of the fiscal year.

#### ITEM 10 - PROJECT CLOSEOUT

Grantee agrees to implement any audit findings contained in the Department's final audit, the Grantee's independent audit, or as a result of any duly authorized inspection or review. Upon the Department's acceptance of final audit results, the Department may arrange for a final reconciliation payment to or from Grantee, as necessary. The Department shall consider the Project closed when the reconciliation payment is made, either by the Department or by Grantee. The Department shall send notification to Grantee that the grant is closed. Payment issues, audit issues or any other matters pertaining to the grant may not be subsequently raised and are forever settled upon Project closeout. Closeout shall be subject to any continuing obligations imposed on the Grantee by this Agreement or contained in the final notification from the Department.

#### ITEM 11 - PROHIBITED INTERESTS

Grantee and its contractors shall not enter into any contract, subcontract or arrangement in connection with the Project, or any property included or planned to be included in the Project, in which any member, officer, or employee of Grantee, or the locality in which Grantee operates, during his or her tenure in office, or for one year thereafter, has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of his tenure any such interest, and if such interest is immediately disclosed to Grantee and such disclosure is entered upon the minutes of the Grantee, the Grantee may, with the prior approval of the Department, waive the prohibition herein; provided however, that any such member, officer or employee shall not participate in any action by Grantee or the locality relating to such contract, subcontract or arrangement.

Grantee shall insert in all contracts related to the Project or to property included or planned to be included in the Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer, or employee of (insert Grantee's name) or of (insert name of locality in which Grantee operates) shall have during his or her tenure, or for one year thereafter, any interest, direct or indirect, in this contract or the proceeds thereunder."

This Item shall not apply to any agreement between Grantee and its fiscal depositories, or to any agreement for utility services for which the rates are fixed or controlled by a governmental agency.

#### ITEM 12 - NON-COLLUSION

Grantee warrants that it has not paid and agrees not to pay any bonus, commission, fee, or gratuity for the purpose of obtaining any approval of its application or execution of this Agreement.

No state officer or employee, or member of the Illinois General Assembly, or officer, employee or member of any unit of local government which contributes to Project funds, or immediate family member of any of the above, shall be admitted to any share or part of this Agreement or to any benefit arising thereunder.

#### ITEM 13 - CODE OF ETHICS

Grantee shall maintain a written code or standard of conduct which shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer or agent of the Grantee shall participate in the selection, or in the award or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:

1. the employee, officer or agent;
2. any member of his immediate family;
3. his or her partner; or
4. an organization which employs, or is about to employ, any of the above.

The code shall also provide that Grantee's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. Grantee may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of intrinsic value.

To the extent permitted by state or local law or regulations, Grantee's code of ethics shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the Grantee's officers, employees or agents, or by contractors or their agents.

#### ITEM 14 - UNLAWFUL DISCRIMINATION

A. Human Rights: Grantee agrees not to commit unlawful discrimination in employment as that term is used in Article 2 of the Illinois Human Rights Act (775 ILCS 5/2-101 et seq.); agrees to take affirmative action to ensure that no unlawful discrimination is committed; and agrees that the Illinois Equal Employment Opportunity Clause referenced in Section 2-105 of the Human Rights Act (775 ILCS 5/2-105) and contained in the regulations promulgated thereunder (44 Ill. Admin. Code Part 750), is incorporated into this Agreement and into all contracts let for or related to the Project.

B. Sexual Harassment: The Grantee shall have written sexual harassment policies that include at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under state law; (iii) a description of sexual harassment, utilizing examples; (iv) the grantee's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Department upon request.

#### ITEM 15 - SCHOOL BUS OPERATIONS

Pursuant to 20 ILCS 2705/49.19, Grantee agrees not to engage in school bus operations exclusively for the transportation of students and school bus personnel in competition with private school bus operators where such private school bus operators are able to provide adequate transportation at reasonable rates, in conformance with applicable safety standards. However, this requirement shall not apply if Grantee operates a school system in the locality and operates a separate and exclusive school bus program for the school system. Grantee's certification regarding school bus operations is signed and attached to this Agreement as Exhibit A.

#### ITEM 16 - GRANTEE'S WARRANTIES

Grantee warrants that it has the requisite fiscal, managerial, and legal capability to carry out the Project and to receive and disburse Project funds. Grantee agrees to initiate and consummate all actions necessary to enable it to enter into this

Agreement. Grantee warrants that there is no provision in its charter, bylaws, or any rules, regulations, or legislation which prohibits, voids, or otherwise renders unenforceable against Grantee any provision or clause of this Agreement. Grantee warrants further that it has paid all federal, state and local taxes levied or imposed and will continue to do so, excepting only those which may be contested in good faith. Grantee agrees that upon execution of this Agreement, Grantee will deliver to the Department: 1) an opinion of counsel, acceptable to the Department, that this Agreement is legally binding upon Grantee, and that there is no pending litigation concerning the authority of Grantee to enter into this Agreement; and 2) a certified copy of a resolution authorizing the execution of this Agreement.

#### ITEM 17 - DRUG FREE WORKPLACE

Grantee agrees to comply with the provisions of the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.) and has signed the Drug Free Workplace Certification attached to this Agreement as Exhibit B.

#### ITEM 18 - INDEMNIFICATION AND INSURANCE

Grantee agrees to hold harmless and indemnify the Department and the State from any and all liabilities, losses, expenses (including attorney's fees), damages (including loss of use), demands and claims arising out of or in connection with the Project, and shall defend any suit or action brought against it and/or the Department, whether at law or in equity, based on any such alleged injury (including death) or damage. Grantee shall pay all damages, judgments, costs and expenses in connection with said demands and claims resulting therefrom. The Department agrees to promptly notify Grantee in writing of the assertion of any such claim, suit or action in which the State or the Department is a defendant.

Grantee agrees that it will take out and maintain at its own cost and expense, for the duration of the Project, such policies of insurance in companies, as will protect Grantee from any claims for damages to property or for bodily injury (including death), which may arise from the Project.

#### ITEM 19 - INDEPENDENCE OF GRANTEE

In no event shall Grantee or any of its contractors be considered agents or employees of the Department or the State. The Grantee agrees that none of its employees, agents or contractors will hold themselves out as, or claim to be, agents, officers or employees of the Department or the State, and will not make any claim, demand or application to or for any right or privilege applicable to an officer, agent or employee of the State, including, but not limited to, rights and privileges concerning worker's compensation and occupational diseases coverage, unemployment compensation benefits, Social Security coverage or retirement membership or credit.

#### ITEM 20 - NON-WAIVER

Grantee agrees that in no event shall any action, including the making by the Department of any payment under this Agreement, constitute or be construed as a waiver by the Department of any breach of covenant or any default on the part of the



Grantee which may then exist; and any action, including the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department in respect to such breach or default. The remedies available to the Department under this Agreement are cumulative and not exclusive. The waiver or exercise of any remedy shall not be construed as a waiver of any other remedy available hereunder or under general principles of law or equity.

#### ITEM 21 - TERMINATION, PAYMENT DELAY, RECALL

Upon written notice to the Grantee, the Department reserves the right to suspend or terminate all or part of the financial assistance provided by this Agreement, if the Grantee is, or has been, in violation of any of the terms of this Agreement or if the Department determines that the purpose of the Project would not be adequately served by continued financial assistance. Termination of any part of the Agreement will not invalidate obligations properly incurred by Grantee prior to the date of termination, to the extent that they cannot be cancelled. The Department may also elect, by written notice to the Grantee, to withhold or delay any or all payments under this Agreement, or any portion thereof; or, if payment or payments have already been made, to recall such payment or payments or any portion thereof. The Grantee agrees that upon receipt of such notice of recall, the Grantee shall immediately return such payments, or any portion thereof, which the Grantee has received.

#### ITEM 22 - DISPUTE RESOLUTION

In the event of a dispute in the interpretation of the provisions of this Agreement, such dispute shall be settled through negotiations between the Department and the Grantee. In the event that agreement is not consummated at this negotiation level, the dispute will then be referred through proper administrative channels for a decision and ultimately, if necessary, to the Secretary of the Department. The Department shall decide all claims, questions and disputes which are referred to it regarding the interpretation, prosecution and fulfillment of this Agreement. The Department's decision upon all claims, questions and disputes shall be final and conclusive.

#### ITEM 23 - PUBLIC INFORMATION

The Department and Grantee shall agree upon appropriate and reasonable means to inform the public, particularly the users of Grantee's public transportation services, of the state assistance provided under this Agreement.

#### ITEM 24 - AMENDMENT

The Parties agree that no change or modification to this Agreement shall be of any force or effect unless the amendment is dated and is reduced to writing and executed by both parties.

#### ITEM 25 - SEVERABILITY

The Parties agree that if any provisions of the Agreement shall be held invalid for any reason whatsoever, the remaining provisions shall not be affected thereby if such remaining provisions could then continue to conform with the purposes, terms and requirements of applicable law.

ITEM 26 - ASSIGNMENT

Grantee agrees that this Agreement shall not be assigned or transferred without the written consent of the Department and that any successor to Grantee's rights under this Agreement will be required to accede to all of the terms, conditions and requirements of this Agreement as a condition precedent to such succession.

ITEM 27 - DOCUMENTS FORMING THIS AGREEMENT

This Agreement, together with Exhibits A, and B, the Grantee's Application for the fiscal year as approved by and on file at the Department, and the Standard Forms constitute the entire agreement between the parties and supersede any and all prior agreements or understandings between the parties.

ITEM 28 - ETHANOL GASOLINE:

Pursuant to the Downstate Public Transportation Act (30 ILCS 740/2-15.1), Grantee hereby certifies that all gasoline burning motor vehicles operated under its jurisdiction use, if capable, fuel containing ethanol gasoline.

ITEM 29 - TAXPAYER IDENTIFICATION NUMBER

Under penalties of perjury, the Grantee certifies that 376001569 is its correct Federal Taxpayer Identification Number. The entity is doing business as a governmental entity.

IN WITNESS WHEREOF, the Parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by their duly authorized officials. This Agreement shall remain in effect until the 30<sup>th</sup> day of June, 2009.

Accepted on behalf of McLean County:

_____ Signature of Authorized Representative	_____ Type or Print Name of Authorized Representative
_____ Date	_____ Type or Print Title of Authorized Representative

Accepted on behalf of the State of Illinois, Department of Transportation:

\_\_\_\_\_  
Milton R. Sees, P.E.  
Secretary of Transportation

By: \_\_\_\_\_  
Joseph P. Clary  
Director, Division of Public & Intermodal Transportation

\_\_\_\_\_  
Date

EXHIBIT A

CERTIFICATION BY GRANTEE NOT TO ENGAGE  
IN SCHOOL BUS OPERATIONS

Pursuant to Section 49.19(6) of the Civil Administrative Code of Illinois (20 ILCS 2705/49.19(b) ), as a condition of receiving grant monies from the Illinois Department of Transportation, the Grantee certifies that it is not engaged in school bus operations exclusively for the transportation of students and school bus personnel in competition with private school bus operators where such private school bus operators are available to provide adequate transportation at reasonable rates in conformance with applicable safety standards.

If the Grantee does engage in school bus operations exclusively for the transportation of students and school bus personnel as described above, then the Grantee certifies that it operates a school system in the area to be served and operates a separate and exclusive school bus program for the school system.

The Grantee further agrees and certifies that it shall immediately notify the Department in writing of its involvement in or its intention to become involved in any school bus operation prohibited by Section 49.19(6) of the Civil Administrative Code of Illinois after the date of this certification.

McLean County:

\_\_\_\_\_  
Signature of Authorized  
Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## EXHIBIT B

### STATE OF ILLINOIS DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (30 ILCS 580/1 et seq.). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

Grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee's workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - (A) abide by the terms of the statement; and
  - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the Grantee's policy of maintaining a drug free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon an employee for drug violations.

- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the Department within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good-faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

McLean County:

\_\_\_\_\_  
Signature of Authorized  
Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# McLEAN COUNTY NURSING HOME

## ACCRUED EXPENDITURE

Pr Date: August 25, 2008

	2008 BUDGET	2008 MONTHLY ALLOC	JULY, 2008 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/08
SALARIES	3,695,035	313,481	332,627	2,153,760	2,254,095	1,440,940	100,335	61.00%	3,862,651
IMRF	289,321	24,572	26,045	168,837	176,496	112,826	7,659	61.00%	302,446
MED/LIFE	438,940	14,178	37,280	256,149	256,149	182,791	0	58.36%	438,940
SOC/SEC	282,670	24,008	25,446	164,955	172,438	110,232	7,483	61.00%	295,493
VAC LIAB	30,000	2,548	2,548	17,507	17,507	12,493	0	58.36%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	4,735,966	378,788	423,945	2,761,207	2,876,684	1,859,282	115,477	60.74%	4,929,530
COMMODITIES	841,321	71,455	57,693	490,963	439,955	401,366	(51,008)	52.29%	753,914
CONTRACTUAL	4,295,650	363,579	290,410	2,506,777	1,901,318	2,394,332	(605,458)	44.26%	3,258,127
CAPITAL	772,120	65,577	0	450,580	64,320	707,800	(386,260)	8.33%	110,220
<b>GRAND TOTAL</b>	<b>10,645,057</b>	<b>879,399</b>	<b>772,049</b>	<b>6,209,526</b>	<b>5,282,278</b>	<b>5,362,780</b>	<b>(927,248)</b>	<b>49.62%</b>	<b>9,051,790</b>

# McLEAN COUNTY NURSING HOME

## ACCRUED REVENUE

Pr Date: August 25, 2008

	2008 BUDGET	2008 MONTHLY ALLOC	JULY, 2008 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/08
MEDICARE REVENUE	766,500	65,100	110,956	447,300	474,317	292,183	27,017	61.88%	812,796
IDPA REVENUE	3,153,600	267,840	504,487	1,840,320	3,648,729	(495,129)	1,808,409	115.70%	6,252,517
SCHOOLING REIMB	0	0	0	0	219	(219)	219	#DIV/0!	376
JDC LAUNDRY	8,439	717	726	4,925	7,080	1,359	2,155	83.89%	12,132
JDC FOOD	35,000	2,973	2,603	20,425	14,504	20,496	(5,921)	41.44%	24,854
MEALS	600	51	161	350	585	15	235	97.50%	1,002
PVT PAY REVENUE	2,151,675	182,745	120,716	1,255,635	955,805	1,195,870	(299,830)	44.42%	1,637,882
UNCLASS	12,000	1,019	190	7,003	1,649	10,351	(5,354)	13.74%	2,825
INTEREST EARNED	97,990	8,322	8,004	57,183	53,503	44,487	(3,680)	54.60%	91,684
SALE OF ASSETS	0	0	0	0	850	(850)	850	#DIV/0!	1,457
TRANSFER IN	579,004	49,176	63,123	337,885	430,070	148,934	92,186	74.28%	736,975
TELEPHONE REIMB	0	0	780	0	6,510	(6,510)	6,510	#DIV/0!	11,156
<b>TOTAL ACC REVENUE</b>	<b>6,804,808</b>	<b>577,943</b>	<b>811,744</b>	<b>3,971,025</b>	<b>5,593,821</b>	<b>1,210,987</b>	<b>1,622,796</b>	<b>82.20%</b>	<b>9,585,656</b>
<b>TOTAL ACC REVENUE</b>	<b>6,804,808</b>	<b>577,943</b>	<b>811,744</b>	<b>3,971,025</b>	<b>5,593,821</b>	<b>1,210,987</b>	<b>1,622,796</b>	<b>82.20%</b>	<b>9,585,656</b>
<b>LESS ACCRUED EXPENS</b>	<b>(10,645,057)</b>	<b>(879,399)</b>	<b>(772,049)</b>	<b>(6,209,526)</b>	<b>(5,282,278)</b>	<b>(5,362,780)</b>	<b>927,248</b>	<b>49.62%</b>	<b>(9,051,790)</b>
<b>ACC REV - (ACC EXP)</b>	<b>(3,840,249)</b>	<b>(301,456)</b>	<b>39,696</b>	<b>(2,238,501)</b>	<b>311,543</b>	<b>(4,151,793)</b>	<b>2,550,045</b>		<b>533,865</b>
<b>PLUS CAP EXP</b>	<b>0</b>	<b>65,577</b>	<b>0</b>	<b>450,580</b>	<b>64,320</b>	<b>707,800</b>	<b>(386,260)</b>		<b>110,220</b>
<b>ACC BALANCE</b>	<b>(3,840,249)</b>	<b>(235,879)</b>	<b>39,696</b>	<b>(1,787,922)</b>	<b>375,863</b>	<b>(3,443,993)</b>	<b>2,163,785</b>		<b>644,085</b>

# McLEAN COUNTY NURSING HOME

JULY 31 DAYS

2008

DAILY CENSUS

JULY

DAY OF MONTH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 TOT AVG

## CERT

MEDICARE	8	8	9	9	8	8	9	9	10	9	9	9	11	10	10	10	10	10	10	10	10	11	12	12	12	293
PA SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PA INT	5	5	4	3	4	4	4	4	6	6	6	6	6	4	4	5	5	5	5	5	5	5	4	4	4	146
PP SKILL	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	
PP INT	1	1	1	1	1	1	1	1	0	0	1	1	1	2	3	3	2	2	2	2	2	2	2	2	2	50
SUB TOTAL	15	15	15	14	13	14	15	15	16	16	16	16	18	16	17	17	17	17	17	17	17	18	18	18	18	499

## NON-CERT

PA SKILL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	62	
PA INT	84	84	83	83	82	82	82	82	81	81	81	81	81	82	82	82	80	79	81	82	82	82	82	82	81	81	82	81	83	82	2535	
PP SKILL	0	0	0	0	0	0	0	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	45	
PP INT	30	29	29	29	30	30	30	30	31	31	30	29	29	28	28	28	27	27	27	28	27	28	29	29	29	29	29	28	29	29	895	
SUB TOTAL	116	115	114	114	114	114	114	115	116	115	114	114	114	114	114	114	111	110	112	114	113	114	115	114	114	114	115	114	115	115	3537	

## TOTAL

MEDICARE	8	8	9	9	8	8	9	9	10	9	9	9	11	10	10	9	8	8	8	8	9	9	10	10	10	10	10	11	12	12	293	9.5
PA SKILL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	62	
PA INT	89	89	87	86	85	86	86	86	86	87	87	87	87	86	86	86	84	86	86	87	87	87	87	86	86	87	86	87	86	86	2681	88.5
PP SKILL	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	55	
PP INT	31	30	30	30	31	31	31	31	31	31	31	30	30	30	30	31	29	30	30	30	29	30	31	31	31	31	31	30	31	31	945	32.3

	131	130	129	128	127	128	129	130	131	131	131	130	132	130	131	131	127	126	128	129	129	131	132	131	131	132	132	133	133	133	4036	130.2
TOT IN HOUSE		0	1	1	1	0	0	0	0	0	0	1	1	1	1	1	3	3	3	3	4	2	1	1	1	1	0	1	0	0	31	
PP BED HOLD		2	2	3	4	5	4	3	2	1	1	1	0	1	1	1	3	3	1	0	0	0	1	1	0	1	0	1	1	45	2.5	
PA BED HOLD																																
TOTAL CENSUS	133	133	133	132	132	132	132	132	132	132	132	132	132	132	133	133	133	132	132	133	133	133	133	133	133	133	133	134	134	4112	132.6	
VACANCIES	17	17	17	18	18	18	18	18	18	18	18	18	18	18	17	17	17	18	18	18	17	17	17	17	17	17	17	16	16	16	16	

# McLEAN COUNTY NURSING HOME

CENSUS Report - 2008

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	7.10	34.81	100.06	141.97	0.68	142.65	7.35
FEBRUARY	5.41	36.31	98.10	139.83	1.38	141.21	8.79
MARCH	4.45	32.55	94.19	131.19	1.55	132.74	17.26
APRIL	6.30	32.47	92.13	130.90	0.77	131.67	18.33
MAY	6.39	31.90	93.81	132.10	2.03	134.13	15.87
JUNE	7.07	31.53	91.23	129.83	2.17	132.00	18.00
JULY	9.45	32.26	88.48	130.19	2.17	132.36	17.64
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

YTD AVERAGE	6.60	33.12	94.00	133.72	1.53	135.25	14.75
% OF CAPACITY	4.40%	22.08%	62.67%	89.14%	1.02%	90.17%	9.83%



**McLean County**  
**Revenue Stamp Audit – Recorder's Office**  
**August 25, 2008**

An audit of the Revenue Stamps in the County Recorder's Office was conducted by the Auditors Office during the month of August, 2008. The audit was conducted to determine that the Revenue Stamp account was in balance. During testing, it was discovered that established internal controls were not being followed by the Recorder's Office. We tested the machine reading and outstanding deposits and compared them to the general ledger system.

Initial testing of the Revenue Stamps occurred on August 12, 2008. With exceptions noted, a follow-up audit was conducted on August 20<sup>th</sup>. Findings are noted below.

**Findings:**

1. During the initial Revenue Stamp Audit, an unexplainable difference of 85 cents was discovered; the subsequent testing again found the same difference.
2. Internal Controls established by the Recorder's Office state that the day's activity for fees collected are to be deposited the next business day to the Treasurer's Office. The August 12<sup>th</sup> testing had four days deposits that were delinquent when they were turned-in to the Treasurer's Office on the afternoon of the 12<sup>th</sup>; they also had the current day's activity in the Recorder's Office. The August 20<sup>th</sup> testing had six (6) days deposits, as well as the current day's activity, in the Recorder's Office. Only the current day's activities should be in the Recorder's Office at the end of the day.
3. During the subsequent testing, the balancing of the day's activities found one check missing and not available for verification.

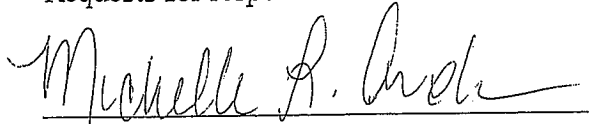
**Recommendations:**

1. The 85 cent difference appears to be a permanent difference. The Recorder's Office should work with the Auditor's Office to find a solution and bring the fund back into balance.
2. The Auditor's Office recommends making the deposits on the following business day. We further recommend that deposits be secured overnight, or over the weekend. The six (6) days deposits that were being held were found in the locked office of the County Recorder, out in the open on his desk. The current day's activity is kept in a two drawer file cabinet. The seven day's deposit being held totaled \$51,992.75, of which \$1,184.15 was cash.

3. The Auditor's Office again recommends making the deposits on the following business day. The delay in making the turn-in to the Treasurer's Office may have allowed the check in question to be lost or stolen.

**Management Response:**

Requests for response were not answered.



Michelle L. Anderson  
Financial Reporting Specialist

8/27/08  
Date



H. Lee Newcom  
McLean County Recorder  
115 E. Washington Street, Room M-104  
Post Office Box 2400  
Bloomington, IL 61702-2400  
(309) 888-5170  
(309) 888-5927

August 27, 2008

To: McLean County Board Finance Committee

From: Lee Newcom, County Recorder

Re: Audit of Property Transfer Tax Stamp fund

This is in response to the Auditor's office August 2008 test of our Property Transfer Tax Stamp fund.

The Recorder's office has an unblemished record of financial accountability and safety over the past nearly 4 years. I welcome this audit and will respond to it's recommendations.

1. .85 cent difference. The Auditor reports an .85 cent difference in the account balance. According to an email received from the Auditor on the date of this memo, the account was last audited on the day I took office, December 1, 2004. Since that date we have accounted for every penny that flows through this account and have balanced perfectly to the General Ledger every day. We are therefore, unable to explain the .85 difference. We will certainly work with the Auditor's Office to rectify the difference if it does exists.
2. Timeliness of deposits. Recorder's office deposits have been consistently done on a daily basis since I took office. Two months ago we experienced a problem with the internal reports in our office, after a major software change, and a second problem again this last month. This upset my routine and on correction of the problem I did not resume daily deposits as I should have. The Auditor's criticism and recommendation is accepted as accurate.
3. Missing check. The noted missing check was found still attached to the original document, which is how they are submitted to our office. An employee had inadvertently not removed the check from the document. This is an insignificant error as the problem would have been discovered when I did the daily balancing and accounting. The Auditor checked this deposit envelope before I had processed it for the daily deposit so discovered the problem before I had the opportunity to.
4. Deposit envelopes on the Recorders desk. The Auditor noted that 6 daily deposit envelopes were on my desk. Daily deposits are always kept in the locked safe, only removed by me when I do the daily deposit accounting. The daily envelopes in question were on my desk as I was assembling this deposit and dealing with a balancing problem for that period of days. I recognize that I should not have left the deposits on my desk and will not again. Our security over the daily deposits will continue to be that deposits are in the locked safe until I remove them for processing for the Treasurer.

McLean County Clerk  
2008 Monthly Activity Report  
(For Period Ending June 30, 2008)

REVISED

Example	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2007 YTD	2008 YTD	2008 Percent of Budget
	Number Processed														
	Dollar Amount Generated														
Assumed Names	26 \$77.00	28 \$84.00	26 \$78.00	36 \$108.00	25 \$75.00	17 \$51.00							162 \$484.50	158 \$473.00	47.30%
Birth Record Requests	866 \$7,126.00	783 \$6,510.00	753 \$6,270.00	887 \$7,478.00	641 \$5,522.00	603 \$6,030.00							5,135 \$43,260.00	4,533 \$38,936.00	59.90%
Death Record Requests	63 \$354.00	69 \$422.00	59 \$328.00	53 \$314.00	78 \$358.00	60 \$360.00							429 \$2,586.00	382 \$2,136.00	53.40%
Liquor Licenses	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	4 \$4,125.00	11 \$9,250.00							17 \$16,850.00	15 \$13,375.00	81.06%
Marriage License Applications	43 \$946.00	42 \$924.00	59 \$1,298.00	86 \$1,892.00	121 \$2,662.00	92 \$2,024.00							456 \$10,020.00	443 \$9,745.00	44.30%
Marriage Record Requests	185 \$1,394.00	141 \$1,092.00	186 \$1,332.00	186 \$1,374.00	226 \$1,948.00	251 \$1,826.00							1,323 \$9,822.00	1,175 \$8,966.00	44.83%
Notary Public Commissions	48 \$285.00	44 \$265.00	56 \$280.00	55 \$325.00	57 \$345.00	42 \$230.00							291 \$1,765.00	302 \$1,730.00	57.67%
Take Notices	0 \$0.00	10 \$6,084.00	233 \$3,543.93	0 \$0.00	0 \$0.00	0 \$0.00							584 \$8,549.72	243 \$9,627.93	109.41%
Tax Redemption Fees	73 \$5,110.00	74 \$5,180.00	64 \$4,480.00	112 \$7,840.00	105 \$7,350.00	55 \$3,710.00							450 \$32,200.00	481 \$33,670.00	56.12%
Taxes Redeemed	\$197,128.04	\$201,503.02	\$139,310.93	\$432,055.23	\$461,209.39	\$272,277.21							\$1,426,985.12	\$1,703,483.82	N/A
Voter Registrations/ Address Changes/ Cancellations	2,041	750	1,017	946	2,017	747							4,531	7,518	N/A

Assessment Status Report  
TODAY IS: 08/25/2008

Township	Preliminary Submittal	Book to S/A	To Printer/Publisher	Newspaper	Date of Publication	Final Filing Date	2007 Factor	2008 Factor	Complaints Filed	Books Closed
Allin				Pantagraph			1.0442	0.0000		
Anchor				Ridgeview Review			1.0585	0.0000		
Arrowsmith				Pantagraph			1.0071	0.0000		
Bellflower				LeRoy Journal			1.0000	0.0000		
Bloomington	07/18/08			Pantagraph			1.0301	0.0000		
Blue Mound	06/24/08	08/11/08	08/15/08	Ridgeview Review	08/21/08	09/22/08	1.0000	1.0218		
Cheney's Grove				Ridgeview Review			1.0480	0.0000		
Chenoe				Chenoe Town Crier			1.0602	0.0000		
City				Pantagraph			1.0151	0.0000		
Cropsey				Ridgeview Review			1.0693	0.0000		
Dale				Pantagraph			1.0378	0.0000		
Danvers				Quill			1.0407	0.0000		
Dawson	07/22/08			Pantagraph			1.0319	0.0000		
Downs	05/05/08			Pantagraph			1.0329	0.0000		
Dry Grove				Quill			1.0000	0.0000		
Empire				LeRoy Journal			1.0465	0.0000		
Funk's Grove				Heyworth Star			1.0000	0.0000		
Gridley				Gridley Village Times			1.0158	0.0000		
Hudson				Quill			1.0000	0.0000		
Lawndale				Ridgeview Review			1.0000	0.0000		
Lexington				Lexingtonian			1.0118	0.0000		
Martin	06/24/08	08/12/08	08/15/08	Ridgeview Review	08/21/08	09/22/08	1.0848	1.0529		
Money Creek	05/05/08			Lexingtonian			1.0000	0.0000		
Mount Hope				Heyworth Star			1.0000	0.0000		
Normal				Normalite			1.0090	0.0000		
Old Town	05/05/08			Pantagraph			1.0100	0.0000		
Randolph	05/05/08	08/14/08	08/22/08	Heyworth Star	08/27/08	09/26/08	1.0174	1.0190		
Towanda				Pantagraph			1.0000	0.0000		
West				LeRoy Journal			1.0000	0.0000		
White Oak				Quill			1.0642	0.0000		
Yates				Chenoe Town Crier			1.0574	0.0000		
Average							1.0256	0.0998	0	
Median							1.0158	0.0000		



**Risk Management Office  
McLean County**

115 East Washington Street  
Bloomington, IL 61702-2400  
TEL: (309) 888-5940; FAX: (309) 888-5949  
E-MAIL: jennifer.ho@mcleancountyl.gov

**Memo To:** Ben Owens, Chairman  
Members, Finance Committee

**From:** Jen Ho, Risk Manager *Jen Ho*

**Date:** August 27, 2008

**Subject:** Selection of Property Appraisal Firm

For your consideration, I am recommending MAXIMUS, with CBIZ, as an alternate option, as the selected firms to perform a physical appraisal of County properties, subject to the finalization of a contract, which will be presented to the Committee for approval at its stand-up meeting at the September County Board meeting. The proposed contract will be to provide appraisal services over a 5-yr period of time.

The County sought proposals to perform a physical appraisal of its structures and contents since its last physical appraisal was 15 years ago. During that interim, the County have acquired additional buildings and added new buildings, such as the purchase of the Government Center and the Hundman building and METCOM, and has undergone significant renovations of its properties. This RFP also provided the opportunity to collect all relevant insurance underwriting information in a format for underwriting purposes and in establishing the County's insurable values, and providing the current market values for each property. A total of six proposals were received, a summary of which is enclosed for your review. Evaluation of proposals was based on overall project and 5-year costs, reference checks and completeness of the appraisal reports. Although we have completed negotiation on terms, a finalized contract with both firms is not available at this writing.

The contract will be for 5 years to perform and trend the County's property appraisals. Proposals from both firms are competitive and comparable, with MAXIMUS, having a slight edge in terms of overall 5-yr costs, references, report format and ease of providing annual data for updates, in MS Excel format, compliant with our current system.. Appraisers will be onsite to walk through and perform a physical appraisal of structures and contents and then use a proprietary modeling program for trending and finalizing the insurable values.

Should you have questions on this matter and would like to speak to me in advance of our meeting, please contact me at 309-888-5940. I am looking forward to discussing this matter with you during our regular meeting. Thank you.

**RFP: Property Appraisal Services Summary**

	Maximus	CBIZ	Industrial Appraisal Co	American Appraisal	Fidelity Appraisal	James H Webster
<b>Cost Per Specs</b>	\$ 4,200	\$ 3,500	\$ 4,595	\$ 4,900	\$ 8,500	\$ 20,000
<b>Project Expenses</b>	Included	Included	Included	Included		incl
<b>Selected Options:</b>						
Content Valuation	Incl	500	1,350	Included		
Flood Zones	Incl	330	NO	Included		
Annual Trend/YR	550	700	260	950	\$ 1,850	Not Provided
Annual Maintenance	5 yrs	5 yrs	3 yrs**	5 Yrs	3 yrs	3 yrs
<b>Other Available Options:</b>						
Lesser Structures	\$95/bldg	85	\$150/bldg	Included		
New Bldgs/Add'l Bldgs*	800/Desktop	As Reported	As reported	As reported		
GPS Coordinates	Included					
<b>Project Cost w/selected Options::</b>	\$ 4,200	\$ 4,330	\$ 4,855	\$ 4,900	\$ 8,500	\$ 20,000
<b>5-Yr Trending Costs:</b>	\$ 2,750	\$ 3,500	\$ 1,300	\$ 4,750	\$ 9,250	N/A
<b>Total Costs - 5 Years</b>	\$ 6,950	\$ 7,830	\$ 6,155	\$ 9,650	\$ 17,750	\$ 20,000
<b>Time to Complete</b>	40 hrs	40 hrs	40 - 60 hrs	4-6 weeks	Not Disclosed	200 hrs
<b>File Format</b>	Excel	Excel	Excel (ACE)	Excel; Access	Excel	Excel
<b>Indemnification</b>	Limited to Contract	Narrow	Narrow	Narrow	Not Stated	Not Stated
<b>/HoldHarmless:</b>						
<b>References::</b>						
	Livingston County	(Total of 9 Ins Pools) MA Interlocal Insurance Assn	SW Agency For RM ( 8 mbr pool - Will County)	Tazewell County	List of Clients Provided	Champaign County
	MN Counties Ins Trust	CT Interlocal Risk Mgmt Agy	City of Charleston, IL	Springfield Sch Dist		City of Monticello
	MO Public Entity RM Fund	Interlocal Risk Mgmt Agency/ACC - GA	Blm Dist 87	IL Public Transit Mgmt Assn		City of Champaign
	PDRMA	VA Assn of Counties NY Municipal Ins. Reciprocity	Olympia Sch Dist	E. Peoria Sch Dist		City of Urbana
<b>Reports</b>	<b>Excellent</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Excellent</b>	<b>None Provided</b>	<b>None Provided</b>

**MCLEAN COUNTY, ILLINOIS**  
**Assist First-Time Home Buyer Down Payment Assistance Program Loan Origination**

	ADDRESS	CITY	STATE	ZIP	LOAN AMOUNT
1	. 1106 W MACARTHUR AVENUE	BLOOMINGTON	IL	61701	\$111,954.00
2	. 26 FETZER COURT #1	BLOOMINGTON	IL	61704	\$99,928.00
3	. 1205 WRIGHT STREET	BLOOMINGTON	IL	61701	\$47,800.00
4	. 2808 GILL STREET	BLOOMINGTON	IL	61704	\$148,410.00
5	. 57 VERMONT AVENUE	BLOOMINGTON	IL	61701	\$135,800.00
6	. 330 HILLSIDE COURT	BLOOMINGTON	IL	61701	\$125,824.00
7	. 314 W KELSEY STREET	BLOOMINGTON	IL	61701	\$100,105.00
8	. 702 E JEFFERSON STREET	BLOOMINGTON	IL	61701	\$59,428.00
9	. 1503 S ROOSEVELT AVENUE	BLOOMINGTON	IL	61701	\$104,514.00
10	. 1012 S EAST STREET	BLOOMINGTON	IL	61701	\$63,433.00
11	. 101 FAIRVIEW AVENUE	BLOOMINGTON	IL	61701	\$110,076.00
12	. 307 S MCLEAN STREET	BLOOMINGTON	IL	61701	\$151,558.00
13	. 5 KETCHUM COURT	BLOOMINGTON	IL	61704	\$151,438.00
14	. 109 URBAN STREET #17	BLOOMINGTON	IL	61704	\$49,050.00
15	. 1220 KIM DRIVE	BLOOMINGTON	IL	61704	\$152,840.00
16	. 10 GENEVA COURT	BLOOMINGTON	IL	61704	\$110,512.00
17	. 2412 ARROWHEAD DRIVE	BLOOMINGTON	IL	61704	\$89,203.00
18	. 31 FETZER COURT #5	BLOOMINGTON	IL	61704	\$95,150.00
19	. 504 E EMERSON	BLOOMINGTON	IL	61701	\$139,004.00
20	. 202 STOCKHOLM STREET	BLOOMINGTON	IL	61701	\$127,382.00
21	. 108 S EVERGREEN LANE	BLOOMINGTON	IL	61704	\$133,907.00
22	. 1602 MARTIN LUTHER KING DRIVE	BLOOMINGTON	IL	61701	\$132,625.00
23	. 1221 BARKER STREET	BLOOMINGTON	IL	61701	\$113,881.00
24	. 1608 S CENTER STREET	BLOOMINGTON	IL	61701	\$91,680.00
25	. 1310 S MADISON STREET	BLOOMINGTON	IL	61701	\$66,949.00
26	. 2314 ANCHOR DRIVE	BLOOMINGTON	IL	61704	\$106,067.00
27	. 4 ETHELL PARKWAY	BLOOMINGTON	IL	61701	\$115,507.00
28	. 13029 N 1000 EAST ROAD	BLOOMINGTON	IL	61704	\$138,050.00
29	. 2525 FOX TROT TRAIL	BLOOMINGTON	IL	61704	\$145,900.00
30	. 2521 FOX TROT TRAIL	BLOOMINGTON	IL	61701	\$133,078.00
31	. 122 MAIZEFIELD AVENUE	BLOOMINGTON	IL	61701	\$127,179.00
32	. 2505 FOX TROT TRAIL	BLOOMINGTON	IL	61704	\$130,021.00
33	. 117 GREENLEAF DRIVE	BLOOMINGTON	IL	61704	\$137,532.00
34	. 3408 BOHMER DRIVE	BLOOMINGTON	IL	61704	\$142,962.00
35	. 2702 CARRINGTON LANE	BLOOMINGTON	IL	61704	\$121,415.00
36	. 303 S MCLEAN STREET	BLOOMINGTON	IL	61701	\$103,022.00
37	. 36 VERMONT AVENUE	BLOOMINGTON	IL	61701	\$119,871.00
38	. 8 SUNSHINE COURT	BLOOMINGTON	IL	61704	\$132,102.00
39	. 2119 SKYLINE COURT	BLOOMINGTON	IL	61701	\$102,500.00
40	. 1303 W EMPIRE STREET	BLOOMINGTON	IL	61701	\$98,800.00
41	. 114 W LOCUST #114	BLOOMINGTON	IL	61701	\$189,500.00
42	. 2406 GREY FOX TRAIL	BLOOMINGTON	IL	61704	\$164,600.00
43	. 1506 1/2 W CHESTNUT STREET	BLOOMINGTON	IL	61701	\$97,300.00
44	. 8 ROCK GARDEN COURT #2	BLOOMINGTON	IL	61704	\$151,805.00
45	. 1013 WARTBURG DRIVE	BLOOMINGTON	IL	61704	\$155,600.00
46	. 1511 JULIE DRIVE	BLOOMINGTON	IL	61701	\$116,500.00
47	. 3003 GERANIUM DRIVE	BLOOMINGTON	IL	61704	\$132,950.00
48	. 2005 WOODHAVENS DRIVE	BLOOMINGTON	IL	61701	\$115,000.00
49	. 210 S PROSPECT ROAD	BLOOMINGTON	IL	61704	\$96,000.00
50	. 411 E OLIVE STREET	BLOOMINGTON	IL	61701	\$101,250.00
51	. 1808 VLADIMIR DRIVE	BLOOMINGTON	IL	61704	\$115,000.00



# MCLEAN COUNTY, ILLINOIS

## Assist First-Time Home Buyer Down Payment Assistance Program Loan Origination

	ADDRESS	CITY	STATE	ZIP	LOAN AMOUNT
52	25 BRECKENWOOD COURT	BLOOMINGTON	IL	61704	\$148,000.00
53	610 E WALNUT STREET	BLOOMINGTON	IL	61701	\$103,000.00
54	1211 E GROVE STREET	BLOOMINGTON	IL	61701	\$111,150.00
55	1309 W LOCUST STREET	BLOOMINGTON	IL	61701	\$90,200.00
56	1213 N LINDEN STREET	BLOOMINGTON	IL	61701	\$94,000.00
57	2017 TRACY DRIVE #4	BLOOMINGTON	IL	61704	\$56,800.00
58	3510 BALLYFORD DRIVE	BLOOMINGTON	IL	61704	\$153,000.00
59	4 WILLEDROB #11	BLOOMINGTON	IL	61701	\$77,700.00
60	1529 JULIE DRIVE	BLOOMINGTON	IL	61701	\$122,220.00
61	2018 WOODHAVENS DRIVE	BLOOMINGTON	IL	61701	\$120,710.00
62	524 S FLORENCE AVENUE	BLOOMINGTON	IL	61701	\$124,150.00
63	1114 WOODBURY PLACE	BLOOMINGTON	IL	61701	\$116,230.00
64	1221 EASTPORT DRIVE #B	BLOOMINGTON	IL	61704	\$123,000.00
65	2411 GREY FOX TRAIL	BLOOMINGTON	IL	61704	\$176,400.00
66	2005 TRACY DRIVE #1	BLOOMINGTON	IL	61704	\$68,500.00
67	1234 DOGWOOD LANE	BLOOMINGTON	IL	61704	\$110,095.00
68	1111 S LOW STREET	BLOOMINGTON	IL	61701	\$82,000.00
69	1301 W WOOD STREET	BLOOMINGTON	IL	61701	\$98,940.00
70	1526 N HERSHEY ROAD	BLOOMINGTON	IL	61704	\$121,500.00
71	2310 TIMBER VIEW DRIVE	BLOOMINGTON	IL	61701	\$149,200.00
72	1003 WEST MACARTHUR STREET	BLOOMINGTON	IL	61701	\$64,960.00
73	1123 S LIVINGSTON STREET	BLOOMINGTON	IL	61701	\$83,200.00
74	22 ANDY COURT	BLOOMINGTON	IL	61704	\$111,600.00
75	14 CANTERBURY COURT #24	BLOOMINGTON	IL	61701	\$68,400.00
76	2507 FOXTROT TRAIL	BLOOMINGTON	IL	61704	\$144,800.00
77	1212 N MADISON STREET	BLOOMINGTON	IL	61701	\$93,770.00
78	3503 WILDER DRIVE	BLOOMINGTON	IL	61704	\$136,950.00
79	908 E EMERSON STREET	BLOOMINGTON	IL	61701	\$92,200.00
80	1225 MOUNT VERNON DRIVE	BLOOMINGTON	IL	61704	\$102,500.00
81	812 S MERCER AVENUE	BLOOMINGTON	IL	61701	\$131,500.00
82	3112 COPPER CREEK ROAD	BLOOMINGTON	IL	61704	\$164,400.00
83	1405 BLACKSTONE STREET	BLOOMINGTON	IL	61701	\$79,000.00
84	1118 WANDA WAY	BLOOMINGTON	IL	61704	\$150,350.00
85	1109 COLTON AVENUE	BLOOMINGTON	IL	61701	\$86,000.00
86	1104 S EAST STREET	BLOOMINGTON	IL	61701	\$79,800.00
87	1202 WOODBURY PLACE	BLOOMINGTON	IL	61701	\$133,600.00
88	13 DAWES PLACE	BLOOMINGTON	IL	61701	\$96,000.00
89	2202 GRAVENHURST DRIVE	BLOOMINGTON	IL	61701	\$174,100.00
90	3508 WEGENG DRIVE	BLOOMINGTON	IL	61704	\$124,800.00
91	617 E CHESTNUT STREET	BLOOMINGTON	IL	61701	\$113,390.00
92	2106 E JACKSON STREET	BLOOMINGTON	IL	61701	\$127,070.00
93	22 YEW COURT	BLOOMINGTON	IL	61701	\$110,550.00
94	2708 HALL COURT	BLOOMINGTON	IL	61704	\$190,800.00
95	1318 TOWNLEY DRIVE	BLOOMINGTON	IL	61704	\$124,050.00
96	1208 W LOCUST STREET	BLOOMINGTON	IL	61701	\$91,374.00
97	808 E MONROE STREET	BLOOMINGTON	IL	61701	\$73,600.00
98	10 WILLEDROB ROAD #21	BLOOMINGTON	IL	61701	\$70,810.00
99	813 REINTHALER ROAD	BLOOMINGTON	IL	61701	\$107,200.00
100	721 WALNUT STREET	BLOOMINGTON	IL	61701	\$70,285.00
101	1 ANDY COURT #11	BLOOMINGTON	IL	61704	\$99,910.00
102	1102 WOODBURY PLACE	BLOOMINGTON	IL	61701	\$126,900.00

# MCLEAN COUNTY, ILLINOIS

## Assist First-Time Home Buyer Down Payment Assistance Program Loan Origination

	ADDRESS	CITY	STATE	ZIP	LOAN AMOUNT
103	802 S MASON STREET	BLOOMINGTON	IL	61701	\$80,510.00
104	305 S MCLEAN STREET	BLOOMINGTON	IL	61701	\$109,620.00
105	7 COTTONWOOD STREET	BLOOMINGTON	IL	61701	\$94,090.00
106	109 URBAN STREET #8	BLOOMINGTON	IL	61704	\$55,926.00
107	1211 MOUNT VERNON DRIVE	BLOOMINGTON	IL	61704	\$96,272.00
108	105 S WESTERN AVENUE	BLOOMINGTON	IL	61701	\$83,256.00
109	8 FOLEY AVENUE	BLOOMINGTON	IL	61701	\$124,134.00
110	907 N LIVINGSTON STREET	BLOOMINGTON	IL	61701	\$91,185.00
111	1321 EWING STREET	BLOOMINGTON	IL	61701	\$81,347.00
112	1204 TOWNLEY DRIVE	BLOOMINGTON	IL	61704	\$125,230.00
113	417 PRISCILLA LANE	BLOOMINGTON	IL	61704	\$117,892.00
114	1302 W TAYLOR STREET	BLOOMINGTON	IL	61701	\$60,900.00
115	1224 RUTLEDGE ROAD	BLOOMINGTON	IL	61704	\$109,823.00
116	11 IVEY COURT	BLOOMINGTON	IL	61701	\$115,101.00
117	110 1/2 PACKARD	BLOOMINGTON	IL	61701	\$57,195.00
118	117 WASHBURN STREET	BLOOMINGTON	IL	61704	\$66,901.00
119	619 W OAKLAND AVENUE	BLOOMINGTON	IL	61701	\$84,655.00
120	1402 S MADISON STREET	BLOOMINGTON	IL	61701	\$83,727.00
121	1516 N HERSHEY ROAD	BLOOMINGTON	IL	61704	\$89,827.00
122	704 W WALNUT STREET	BLOOMINGTON	IL	61701	\$75,304.00
123	1219 KIM DRIVE	BLOOMINGTON	IL	61704	\$148,321.00
124	2610 RIDGE ROAD	BLOOMINGTON	IL	61704	\$152,285.00
125	805 E LOCUST STREET	BLOOMINGTON	IL	61701	\$110,016.00
126	703 N MASON STREET	BLOOMINGTON	IL	61701	\$104,342.00
127	904 TWIN LAKE ROAD	BLOOMINGTON	IL	61704	\$145,906.00
128	1908 GARLING DRIVE	BLOOMINGTON	IL	61701	\$138,542.00
129	707 N OAK STREET	BLOOMINGTON	IL	61701	\$111,008.00
130	1309 W OLIVE STREET	BLOOMINGTON	IL	61701	\$67,903.00
131	806 N WESTERN AVENUE	BLOOMINGTON	IL	61701	\$61,915.00
132	13 HARWOOD PLACE	BLOOMINGTON	IL	61701	\$100,000.00
133	204 S PROSPECT ROAD #J97	BLOOMINGTON	IL	61704	\$64,520.00
134	432 STANDISH DRIVE	BLOOMINGTON	IL	61701	\$103,410.00
135	22 WOODRUFF DRIVE	BLOOMINGTON	IL	61701	\$119,120.00
136	1015 WARTBURG DRIVE	BLOOMINGTON	IL	61704	\$120,000.00
137	1101 N LINDEN STREET	BLOOMINGTON	IL	61701	\$54,400.00
138	211 SCHOOL STREET	CARLOCK	IL	61725	\$50,000.00
139	725 S DIVISION STREET	CHENOA	IL	61726	\$91,147.00
140	222 W OWSLEY STREET	CHENOA	IL	61726	\$57,500.00
141	616 S DIVISION STREET	CHENOA	IL	61726	\$87,200.00
142	204 W OWSLEY STREET	CHENOA	IL	61726	\$56,586.00
143	503 E FULLER STREET	CHENOA	IL	61726	\$92,176.00
144	106 S HARRISON STREET	COLFAX	IL	61728	\$99,470.00
145	23 BRIARWOOD DRIVE	DANVERS	IL	61732	\$121,200.00
146	51 BRIARWOOD DRIVE	DANVERS	IL	61732	\$152,290.00
147	405 E NORTH STREET	DANVERS	IL	61732	\$84,000.00
148	8170 N 2000E ROAD	DOWNS	IL	61736	\$103,900.00
149	24296 E 1000N ROAD	DOWNS	IL	61736	\$114,000.00
150	110 W 6TH STREET	GRIDLEY	IL	61744	\$59,468.00
151	105 W 5TH STREET	GRIDLEY	IL	61744	\$75,327.00
152	318 E 4TH STREET	GRIDLEY	IL	61744	\$90,600.00
153	506 E NEWTON STREET	HEYWORTH	IL	61745	\$75,000.00

# MCLEAN COUNTY, ILLINOIS

## Assist First-Time Home Buyer Down Payment Assistance Program Loan Origination

ADDRESS	CITY	STATE	ZIP	LOAN AMOUNT
154 . 110 N WALNUT STREET	HEYWORTH	IL	61745	\$83,100.00
155 . 308 S EMERY STREET	HEYWORTH	IL	61745	\$80,750.00
156 . 804 TOMAHAWK	HEYWORTH	IL	61745	\$120,450.00
157 . 308 W POPLAR STREET	HEYWORTH	IL	61745	\$94,158.00
158 . 301 E SULLIVAN	HEYWORTH	IL	61745	\$84,247.00
159 . 505 MARION STREET	HUDSON	IL	61748	\$117,950.00
160 . 24540 WILSON DRIVE	HUDSON	IL	61748	\$84,875.00
161 . 310 N WEST STREET	HUDSON	IL	61748	\$82,700.00
162 . 805 JODI AVENUE	LEROY	IL	61752	\$130,161.00
163 . 300 E WARREN STREET	LEROY	IL	61752	\$69,360.00
164 . 206 E ELM STREET	LEROY	IL	61752	\$93,250.00
165 . 303 BURCHAM DRIVE	LEROY	IL	61752	\$132,457.00
166 . 506 N WHITE STREET	LEROY	IL	61752	\$80,733.00
167 . 400 E GREEN STREET	LEROY	IL	61752	\$79,291.00
168 . 141 DELANE DRIVE	LEXINGTON	IL	61753	\$130,000.00
169 . 709 W NORTH STREET	LEXINGTON	IL	61753	\$136,800.00
170 . 414 S HAMILTON STREET	MCLEAN	IL	61754	\$36,350.00
171 . 10370 E 200 NORTH ROAD	MCLEAN	IL	61754	\$89,240.00
172 . 307 W CARLISLE STREET	MCLEAN	IL	61754	\$54,200.00
173 . 2192 E 250 NORTH ROAD	MCLEAN	IL	61754	\$85,716.00
174 . 909 CRESTLINE DRIVE	NORMAL	IL	61761	\$165,604.00
175 . 903 N LINDEN STREET #205	NORMAL	IL	61761	\$109,011.00
176 . 1405 E VERNON AVENUE #19	NORMAL	IL	61761	\$84,000.00
177 . 1101 SONOMA WAY	NORMAL	IL	61761	\$174,600.00
178 . 1815 JOHNSON DRIVE	NORMAL	IL	61761	\$132,300.00
179 . 103 S TOWANDA AVENUE #2	NORMAL	IL	61761	\$89,200.00
180 . 2268 BOULDER DRIVE	NORMAL	IL	61761	\$202,650.00
181 . 116 W CYPRESS STREET	NORMAL	IL	61761	\$130,900.00
182 . 1422 COURTLAND AVENUE	NORMAL	IL	61761	\$105,700.00
183 . 1103 CHIPPEWA STREET	NORMAL	IL	61761	\$130,606.00
184 . 1615 BENSINGTON COURT	NORMAL	IL	61761	\$165,400.00
185 . 107 N ORR DRIVE #D	NORMAL	IL	61761	\$84,000.00
186 . 30 BRIARWOOD DRIVE	NORMAL	IL	61761	\$127,000.00
187 . 1820 JOHN SON DRIVE	NORMAL	IL	61761	\$125,500.00
188 . 407 E LOCUST STREET	NORMAL	IL	61761	\$126,600.00
189 . 406 E SYCAMORE STREET	NORMAL	IL	61761	\$99,000.00
190 . 1534 HUNT DRIVE #A	NORMAL	IL	61761	\$93,000.00
191 . 29 DELAINE DRIVE	NORMAL	IL	61761	\$115,060.00
192 . 402 E VIRGINIA AVENUE	NORMAL	IL	61761	\$144,000.00
193 . 1106 CHIPPAWA STREET	NORMAL	IL	61761	\$133,700.00
194 . 601 CARRIAGE HILLS ROAD #A	NORMAL	IL	61761	\$100,000.00
195 . 507 MARIAN AVENUE	NORMAL	IL	61761	\$122,320.00
196 . 1507 NORTHBROOK DRIVE #D	NORMAL	IL	61761	\$48,500.00
197 . 305 STANHOPE LANE	NORMAL	IL	61761	\$169,265.00
198 . 1109 MORGAN STREET	NORMAL	IL	61761	\$121,850.00
199 . 720 DALE STREET	NORMAL	IL	61761	\$104,069.00
200 . 116 HIGHPOINT ROAD	NORMAL	IL	61761	\$112,000.00
201 . 219 S COTTAGE AVENUE	NORMAL	IL	61761	\$109,400.00
202 . 212 PARKTRAIL ROAD	NORMAL	IL	61761	\$117,400.00
203 . 3530 SHEPARD ROAD	NORMAL	IL	61761	\$118,000.00
204 . 1110 TEEGAN	NORMAL	IL	61761	\$148,580.00

# MCLEAN COUNTY, ILLINOIS

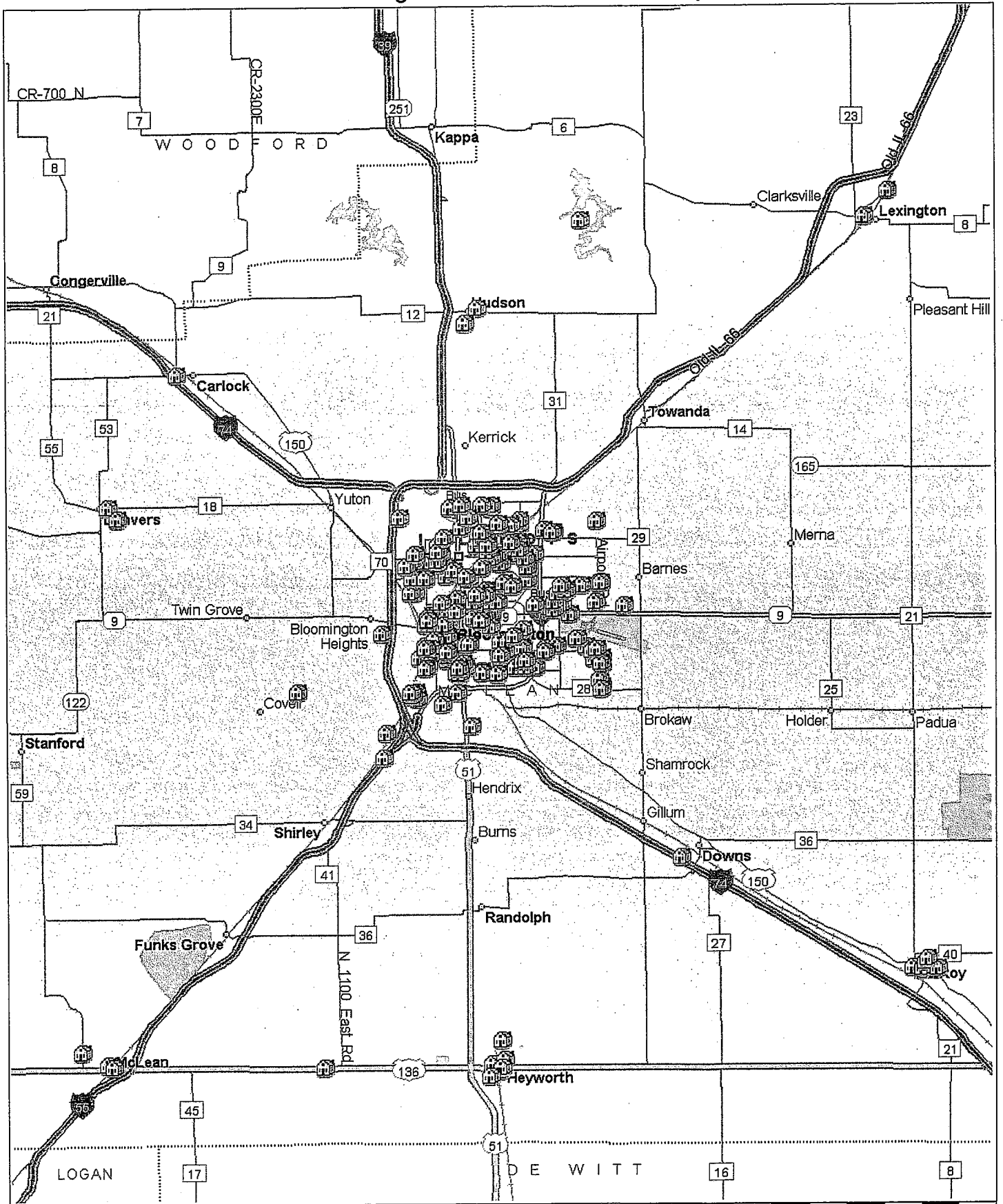
## Assist First-Time Home Buyer Down Payment Assistance Program Loan Origination

ADDRESS	CITY	STATE	ZIP	LOAN AMOUNT
205 . 403 PARK CREEK COURT	NORMAL	IL	61761	\$109,125.00
206 . 1703 TAFT DRIVE	NORMAL	IL	61761	\$139,000.00
207 . 1105 PERRY LANE	NORMAL	IL	61761	\$133,500.00
208 . 1713 LINDA LANE	NORMAL	IL	61761	\$75,800.00
209 . 1 KINGSWOOD DRIVE	NORMAL	IL	61761	\$137,700.00
210 . 819 DILLON DRIVE	NORMAL	IL	61761	\$127,540.00
211 . 910 S COTTAGE AVENUE	NORMAL	IL	61761	\$106,400.00
212 . 903 N LINDEN STREET #204	NORMAL	IL	61761	\$84,000.00
213 . 208 CARRIAGE HILLS ROAD	NORMAL	IL	61761	\$110,000.00
214 . 1505 BELLECK COURT	NORMAL	IL	61761	\$148,800.00
215 . 306 BELVIEW AVENUE	NORMAL	IL	61761	\$125,650.00
216 . 317 MARGARET AVENUE	NORMAL	IL	61761	\$104,600.00
217 . 323 S TOWANDA AVENUE #4	NORMAL	IL	61761	\$74,500.00
218 . 1608 BEECH STREET	NORMAL	IL	61761	\$113,900.00
219 . 206 E IRVING STREET	NORMAL	IL	61761	\$115,659.00
220 . 209 KEISER AVENUE	NORMAL	IL	61761	\$96,970.00
221 . 417 ROBERT DRIVE	NORMAL	IL	61761	\$123,600.00
222 . 15 CLINTON PLACE	NORMAL	IL	61761	\$131,600.00
223 . 210 S PARKSIDE ROAD	NORMAL	IL	61761	\$118,907.00
224 . 700 N ADELAIDE STREET #92	NORMAL	IL	61761	\$68,715.00
225 . 1312 DALTON DRIVE	NORMAL	IL	61761	\$106,052.00
226 . 605 N WALNUT STREET	NORMAL	IL	61761	\$110,512.00
227 . 415 HOVEY AVENUE	NORMAL	IL	61761	\$76,317.00
228 . 1107 VALENTINE DRIVE	NORMAL	IL	61761	\$141,676.00
229 . 112 REBECCA LANE	NORMAL	IL	61761	\$143,867.00
230 . 1004 BULL STREET	NORMAL	IL	61761	\$147,910.00
231 . 1306 HENRY STREET	NORMAL	IL	61761	\$127,912.00
232 . 16 ROBINWOOD DRIVE	NORMAL	IL	61761	\$120,423.00
233 . 105 E LINCOLN STREET #H	NORMAL	IL	61761	\$74,907.00
234 . 1400 O'REILLY COURT	NORMAL	IL	61761	\$191,987.00
235 . 141 EASTVIEW DRIVE	NORMAL	IL	61761	\$110,736.00
236 . 204 CAMBRIDGE DRIVE	NORMAL	IL	61761	\$141,947.00
237 . 1415 DILLON DRIVE	NORMAL	IL	61761	\$99,114.00
238 . 1009 N WALNUT STREET	NORMAL	IL	61761	\$99,774.00
239 . 3276 SHEPARD ROAD	NORMAL	IL	61761	\$178,577.00
240 . 1221 BARKER STREET	NORMAL	IL	61761	\$113,881.00
241 . 1403 RIVER LANDING	NORMAL	IL	61761	\$168,490.00
242 . 208 E LINCOLN STREET	NORMAL	IL	61761	\$118,146.00
243 . 1613 BRADFORD LANE	NORMAL	IL	61761	\$141,676.00
244 . 37 PAYNE PLACE	NORMAL	IL	61761	\$116,955.00
245 . 213 FEWLMLEY DRIVE	NORMAL	IL	61761	\$150,321.00
246 . 900 FAIRCHILD AVENUE	NORMAL	IL	61761	\$124,545.00
247 . 1414 CHADWICK DRIVE	NORMAL	IL	61761	\$135,502.00
248 . 903 N LINDEN #104	NORMAL	IL	61761	\$92,162.00
249 . 219 MARTIN STREET	NORMAL	IL	61761	\$161,814.00

TOTAL: \$27,603,245.00

AVERAGE: \$110,856.41

# Assist Originations in McLean County



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